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## GENERAL

### Correspondence Addressed to the Library of Congress

The following name should be added to those listed in Cataloging Service Bulletin, no. 14:

#### Audiovisual materials (descriptive cataloging)

Richard Thaxter  
Head, Audiovisual Section  
Special Materials Cataloging Division

### CIP Error Reports

The notice below was published in Cataloging Service, bulletin 120 (Winter 1977). It is being reprinted here because the Library still receives a significant number of reports of the kind the notice attempted to discourage.

The Library of Congress has received a number of error reports based on incomplete CIP records in the MARC data base. The CIP record is based on publishers' reports rather than the actual book and is necessarily incomplete and at times incorrect (e.g., the publisher changes the title between the time the CIP record is created and the book is published). When the Library of Congress receives the finished book, the CIP cataloging is verified against the book and errors are corrected. Therefore, error reports for the incomplete CIP records are unnecessary. Errors that remain after elevating CIP records to full MARC records should, of course, continue to be reported.

DESCRIPTIVE CATALOGINGLibrary of Congress Rule Interpretations (LCRI)

The guide below is a listing by rule number of the latest statement of all Library of Congress rule interpretations that have appeared in Cataloging Service Bulletin, no. 11-16. It is hoped that each issue containing LCRI's will include this cumulated list. The editor is indebted to the cataloging staff at Duke University for suggesting the idea as well as for compiling the list through no. 14.

<u>Rule</u>	<u>Number</u>				
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1.0G. Accents and other diacritical marks. [New]. In French, Portuguese, and Spanish, do not transcribe or add accent marks over letters that are transcribed in their capitalized form. (Note: The Spanish letter Ñ is transcribed as found since it is a separate letter of the Spanish alphabet.) For books published before 1801, retain an accent found in the source being transcribed, but do not add one not present.

1.4D. Name of publisher, distributor, etc. [New.] Seals, insignia, logos. If the only appearance of the name of a publisher, etc., is in a seal, insignia, or logo, treat the seal, etc., as a publisher statement. Record the name without brackets if the seal, etc., is in a prescribed source.

1.7B2. [Rev.]. Generally restrict the making of language and script notes to the situations covered in this directive. (Note: In this statement, "language" and "language of the item" mean the language or languages of the content of the item (e.g., for books, the language of the text); "title data" means title proper and other title information.)

If the language of the item is not clear from the transcription of the title data, make a note naming the language whether or not the language is named after a uniform title. Use "and" in all cases to link two languages (or the final two when more than two are named). If more than one language is named, name the languages in alphabetical order. For the form of the name of the language, follow Library of Congress Subject headings. (Exception: Use "Greek" for classical Greek and modern Greek; if the item includes text in both, use "Classical Greek" and "Modern Greek" in the note.)

Arabic and English.

Text in Coptic and French; notes in French.

In addition, record in a note the language of the item being cataloged (whether or not the language is identified in the uniform title or in the body of the entry) in the following cases:

1) When the bibliographic record for the item bears one or more of the following symbols below the LC card number: AM, HE, NE, SA. Exception: Do not make the note for an item in Arabic, Armenian, Hebrew, Indonesian, modern Turkish, or Vietnamese unless the language is being recorded for another reason.

2) When the language of the item is indigenous to Africa and is in a roman script.

3) When the language of the item is not primarily written in one script. Name both the language and the script in language notes. (Note: Do not add "script" to the name of a script unless the name is also the name of a language.)

In Konkani (Kannada script)  
In Konkani (Devanagari)  
In Serbo-Croatian (Roman)  
In Serbo-Croatian (Cyrillic)

4) When the language of the item is written in a script other than the primary one for the language. Name both the language and the script in the language notes.

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- In Panjabi.  
(For a publication using the Gurmukhi script)  
but In Panjabi (Devanagari)
- In Sanskrit.  
(For a publication using the Devanagari script)  
but In Sanskrit (Grantha)
- In Sindhi.  
(For a publication using the Persian script)  
but In Sindhi (Gurmukhi)
- In Azerbaijani (Arabic script)  
(For a publication using the Cyrillic script)  
but In Azerbaijani (Arabic script)  
In Azerbaijani (Roman)
- In Church Slavic.  
(For a publication using the Cyrillic script)  
but In Church Slavic (Glagolitic)

5) More information may be added to language and script notes whenever the case warrants it.

English and Sanskrit (Sanskrit in roman and Devanagari)

**1.7B4.** [Rev.]. A note may be essential to show a variation from the chief source title appearing elsewhere in the item. Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. If added title page, record the note as "Title on added t.p." followed by a colon-space and the title. If the variant title appears in another source, specify its location (e.g., "'Title on p. [4] of cover:"). There is no situation for which the notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

For languages that are not romanized, the Library of Congress observes the following practices:

1) Entries filed, or subfiled, under uniform title.

Entries that have a uniform title also bear a "Title romanized" note that contains a romanization of the title proper. Place the note in the note area. Trace the title explicitly if an added entry for it is being made (cf. 21.30J). (A "title romanized" note is made even if the title proper of the item is identical to the uniform title.)

2) Entries filed, or subfiled, under publication title.

On bibliographic records for which no uniform title is appropriate, entries under a name heading show the romanized title proper printed within parentheses under the heading; the "Title romanized" note is omitted. For items entered under title proper, the romanized title proper is enclosed within parentheses and printed in boldface as a hanging indentation; the nonroman item title appears under this as another hanging indentation beginning on a separate line. Exception for writing systems that read from right to left: For title entries the romanized title begins at the left margin, i.e., where each nonroman line in the body of the entry ends; the nonroman publication title appears as a hanging indentation beginning at the right margin.

3) Length of title romanized:

When romanizing a title proper, generally romanize the whole title proper (including an alternative title). However, 1.1B4 does provide for a shortening technique, necessary in cases of "long" titles. A "long" title should be understood as a title that is "too long," with a more precise understanding of this extreme length left to the judgment of the cataloger. Keep in mind that a general shortening is not what the rule suggests. Normally, as already stated, romanize the entire title proper. The rule provides a technique for use after the cataloger has felt a need for it. Note that in applying the technique, words omitted must always be at the end, never before the sixth word nor somewhere in the middle, and the part preceding the omission must be a phrase that will stand alone. Abridge the title romanization and the transcription of the nonroman title proper to the same extent. Show the omission by the use of three dot in the body of the entry but not in the title romanization.

4) If the item lacks a collective title, romanize all the titles to the first recorded other title information or the first recorded statement of responsibility, whichever occurs first (cf. LCRI 21.3QJ). (These provisions are applicable even if no added entry is being made for the title of the item and without regard to the uniform title that may be assigned to the record.)

If a binder's title varies significantly from the title proper of the item (cf. 21.2A), record it in a note and make an added entry for it. If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), give only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's title: ..." In case of doubt, do not assume that the item was bound only for LC.

**1.8B. Standard number.** [Rev. Supersedes Cataloging Service Bulletin, no. 9]

### International Standard Book Number

**A. GENERAL.** Each valid ISBN recorded in the bibliographic record together with any qualification and associated terms of availability constitutes a single incidence of the ISBN area. (For invalid ISBNs, see section E below).

The examples shown reflect the "modified" conventions to be used in creating MARC catalog records. Catalogers creating non-MARC records should follow the guidelines below insofar as selection, order, transcription, and qualification are concerned, but use the output conventions described in Appendix II.B for prescribed punctuation and paragraphing.

In these guidelines the term edition, etc., refers to a bibliographic unit distinguishable with reference to its text, publisher/distributor, binding/format, volume/set. The term item refers to the item being cataloged and/or to the source(s) upon which the description is based.

Because of the nature of publishing, it is impossible to anticipate all possible situations that might occur with respect to ISBNs. For situations not covered here, the cataloger should use judgment to construct statements that are clear and unambiguous.

**B. SELECTION OF ISBNs FOR INCLUSION IN THE CATALOG RECORD.** The provisions below deal with the selection of ISBNs for inclusion in the catalog record. Record ISBNs found in an item only as specified in these guidelines.

1. Single ISBN given in the item. If an item carries a single ISBN, record that number in the ISBN area. Normally this number will correspond to the first entity named in the publication, etc., area of the catalog record. If the ISBN relates to an entity that is not the first named in the publisher element or to an entity that is not recorded, qualify the ISBN with the name of the entity to which it relates. (Apply this provision also to reprints when the only ISBN available is that of the original edition.)

If a publisher has offices in more than one country and this is reflected in the place of publication element, qualify the ISBN by the name of the appropriate country if the ISBN does not relate to the first named place in the place of publication element.

Berlin ; New York : Springer Verlag

ISBN x-xxxx-xxxx-x (U.S.)

If it is not known to which country the ISBN relates, do not qualify it.

If the number in the item is that of a country different from that of the publisher (cf. Appendix I.A.1: Group Identifier), for instance a Spanish ISBN in a book published in the U.S., include the number and qualify it with the name of the associated publisher/distributor if this can be determined, otherwise by the name of the country, if known.

2. More than one ISBN given in the item. Record one or more ISBNs in the catalog record according to the guidelines below.

a. More than one publisher or distributor

1) Imprints other than U.S. Record the ISBN(s) for the first named entity in the publication, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, etc., area or on the item and qualify by the name of the corresponding entity.

2) U.S. Imprints. Record the ISBN(s) for the first named entity in the publication, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, etc., area or on the item and qualify by the name of the corresponding entity.

In addition, always record the ISBN(s) for the distributor if given in the item.

3) Mixture of U.S. and foreign imprints. If a U.S. and a foreign entity are involved in the publication/distribution of an item, record the ISBN(s) associated with the U.S. publisher or distributor (or both if present). If, in such cases, the U.S. entity is not the first named in the publication, etc., area of the record, qualify the ISBN(s) by the name of the U.S. entity.

b. Publisher with offices in the U.S. and a foreign country. If a publisher having offices or distributing publications both in the U.S. and in a foreign country gives a U.S. ISBN in an item as well as a foreign ISBN, record only the U.S. number. If the first place of publication recorded in the publication, etc., area is not in the U.S., qualify the ISBN with "U.S."

c. ISBN for more than one edition available. In general, record only the ISBN(s) for the edition being cataloged, except as indicated elsewhere in these guidelines. In special cases, an ISBN for another edition may be recorded if the cataloger judges it to be very useful and if no separate record for the other edition will be created. (Apply this provision to "editions" that are published more or less simultaneously.) Qualify the additional ISBN as appropriate.

ISBN x-xxxx-xxxx-x

ISBN x-xxxx-xxxx-x (International ed.)

d. More than one type of binding/format. If the item includes ISBNs relating to types of binding/format different from that of the item being cataloged, record the ISBN relating to the binding of the item being cataloged and then all numbers relating to other bindings, etc.

If, however, it is known that separate records will be made for the different bindings or formats, do not include them in the record.

e. More than one marketing technique. Do not include an ISBN that relates solely to a marketing or packaging technique (e.g., "ten-copy pre-pack") unless this is the only ISBN available.

f. Multipart items. Publications in more than one part may bear an ISBN for the entire multipart item, ISBNs for the individual parts, or both. Because catalog records may be created for the entire set and/or for individual parts, depending upon the treatment decision, ISBNs should be recorded as appropriate for the unit being cataloged as follows:

1) Record for an individual part. If the part bears ISBNs for the individual part and for the set, record both in the record for the part if no collected set record will be created. (Give the ISBN for the part first.) If a collected set record will be created, give only the ISBN for the part.

If the individual part bears only a number associated with the entire multipart item, give this number in the record for the part.

2) Record for the collected set. In the record for a collected set give the ISBN associated with the entire set. If the multipart item is complete in two parts and there will be no analytical records for the parts, record also the numbers for the individual parts in the collected set record. Give the ISBN for the set first.

If there is no number associated with the entire set, record the ISBN associated with the first part of the set or, if that is not available, the ISBN for the earliest part of the set available. Add the number of the part as a qualifier in all such cases.



g. ISBNs for accompanying material. Record the ISBN(s) for any item accompanying the main work if the item will be described in the accompanying material element of the physical description area or the note area of the record, and no separate record is to be made for the accompanying item(s).

For CIP items at the galley stage, do not include an ISBN for accompanying material if the material is known to be of a kind that LC will not acquire.

h. More than one ISBN assigned to the same edition, etc.  
If multiple ISBNs are present in an item and it cannot be determined that they relate to different editions, publishers, bindings/formats, etc., record all numbers found. (This may occur, for example, when there is one ISBN inside a book and a different one on the dust jacket, or when a national bibliography gives one ISBN and a different one appears in the item.) If all such numbers are internally valid, record each in a separate ISBN area. (For instructions concerning invalid ISBNs, see section E below.) A number not found printed in the item itself is qualified with the name of the place from which it was taken.

ISBN x-xxxx-xxxx-x  
ISBN x-xxxx-xxxx-x (jacket)

C. ORDER OF MULTIPLE ISBNs IN THE RECORD. When more than one ISBN is to be included in the record according to the guidelines above, always record first the ISBN of the edition, etc., being cataloged. In addition, apply the guidelines below, when appropriate, in the order given.

1. Multiple publishers/distributors. Record first the ISBN(s) relating to the publisher of the item being cataloged. Record ISBNs relating to other publishers or to the distributor in the order of the corresponding entities as they are recorded in the publication, etc., area of the record (if they are present there).

New York : Grove Press : distributed by Random House

ISBN-x-xxxx-xxxx-x  
ISBN x-xxxx-xxxx-x (Random House)

2. More than one binding/format. Within each set of the ISBNs relating to a single publisher, record first the ISBN reflecting the format/binding of the item being cataloged. (Thus, if the item being cataloged is hardbound, then the number for the hardbound edition will come first in each set of ISBNs in the record). After the ISBN for the format/binding being cataloged, the preferred order is: hardbound, softbound, library binding, any other.

ISBN x-xxxx-xxxx-x  
ISBN x-xxxx-xxxx-x (pbk.)  
ISBN x-xxxx-xxxx-x (Random House)  
ISBN x-xxxx-xxxx-x (Random House : pbk.)

3. Multipart items. Within a set of ISBNs relating to a single publisher and/or a single format/binding, record first the ISBN for the collected set (if appropriate—cf. B2.f above) then the ISBNs for individual parts in the order indicated by the sequencing designation used on the items.

ISBN x-xxxx-xxxx-x (set)  
ISBN x-xxxx-xxxx-x (v. 1)  
ISBN x-xxxx-xxxx-x (v. 2)



ISBN x-xxxx-xxxx-x (Random House : set)  
 ISBN x-xxxx-xxxx-x (Random House : v. 1)  
 ISBN x-xxxx-xxxx-x (Random House : v. 2)

4. Accompanying material. Record any ISBN(s) for accompanying material after all numbers relating to the main work. However, if it is clear that the accompanying material relates only to one publisher, binding/format, part, etc., it may be given after the number or set of numbers to which it best relates.

ISBN x-xxxx-xxxx-x (v. 1)  
 ISBN x-xxxx-xxxx-x (v. 2)  
 ISBN x-xxxx-xxxx-x (supplement)

5. Multiple valid numbers relating to the same edition, etc. When more than one valid number relating to the same edition, etc. is being recorded (cf. B.2.h above), give the numbers in the appropriate order with regard to their publisher, etc., binding, sequencing designation, relation to accompanying material, etc. Give first the number(s) appearing inside the item being cataloged. Give numbers appearing on jackets, data sheets, national bibliographies, afterward. (For determining the order of invalid ISBNs, see E.1.b below).

ISBN x-xxxx-xxxx-x (v. 1)  
 ISBN x-xxxx-xxxx-x (v. 2)  
 ISBN x-xxxx-xxxx-x (v. 2 : jacket)

6. Complex situations. The following pattern illustrates the preferred order of numbers in a complex situation, namely grouping them by entity and within entity by format, volume number, accompanying material related to a particular volume, and accompanying material related to the work as a whole.

ISBN x-xxxx-xxxx-x (v. 1)  
 ISBN x-xxxx-xxxx-x (workbook : v. 1)  
 ISBN x-xxxx-xxxx-x (v. 2)  
 ISBN x-xxxx-xxxx-x (v. 2 : jacket)  
 ISBN x-xxxx-xxxx-x (workbook : v. 2)  
 ISBN x-xxxx-xxxx-x (pbk. : v. 1)  
 ISBN x-xxxx-xxxx-x (pbk. : v. 2)  
 ISBN x-xxxx-xxxx-x (Random House : v. 1)  
 ISBN x-xxxx-xxxx-x (Random House : v. 2)  
 ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 1)  
 ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 2)  
 ISBN x-xxxx-xxxx-x (supplement)

#### D. TRANSCRIPTION OF ISBNs

1. MARC records. Transcribe a valid ISBN as it appears in the source (i.e., with or without division of the ISBN into parts). However, if spaces are used to separate the parts in the source, replace them with hyphens when transcribing the number. For CIP items at the galley stage, always supply the correct hyphenation, if not already present, according to the instructions for non-MARC records below. (ISBNs in hyphenated form are part of the CIP data sent to publishers by the Cataloging in Publication Division.)

a. Ten-digit numbers. Transcribe a ten-digit number as it appears in the source.

b. Nine-digit numbers. If an ISBN appears in the source with nine digits and it relates to one of the countries whose group identifier is zero (cf. Appendix I.A.1), add a zero as the first digit if a zero appears to have been omitted. If a nine-digit number does not relate to the zero group of countries or does not appear to be lacking an initial zero, apply the conventions for invalid numbers set forth in section E below.

c. Other numbers of digits. If an ISBN appears in the source with fewer than nine or more than ten digits, apply the instructions for invalid numbers in section E below.

2. Non-MARC records. Transcribe ISBNs in non-MARC records as follows:

a. Ten-digit numbers.

1) First digit is 0-6. If the ISBN given in the item is hyphenated, transcribe it as it appears. If it is not hyphenated, insert hyphens as follows:

If the first digit is 0-6, and the second and third digits

<u>are:</u>	<u>insert hyphen after:</u>
00-19	1st, 3rd, 9th digits
20-69	1st, 4th, 9th digits
70-84	1st, 5th, 9th digits
85-89	1st, 6th, 9th digits
90-94	1st, 7th, 9th digits
95-99	1st, 8th, 9th digits

2) First digit is 7-9. If the first digit is 7-9 transcribe the number as it appears in the item either as a block of digits or with parts separated by hyphens. (The hyphenation formula is not available for these numbers.)

b. Nine-digit numbers. If the ISBN has only nine digits and the number relates to one of the countries whose group identifier is zero (cf. Appendix I.A.1), add a zero as the first digit of the number (if it has been omitted) and apply the above hyphenation formula. If the number does not relate to the zero group of countries or does not appear to be lacking an initial zero, omit the ISBN from the record.

c. Other numbers of digits. If an ISBN has fewer than nine or more than ten digits, omit it from the record as specified in the instructions for invalid numbers in section E below.

## E. CONVENTIONS FOR INVALID ISBNs

### 1. MARC records

a. Identifying invalid ISBNs. The automated system automatically checks ISBNs for their internal validity at the time the records are initially input, added, or corrected. The legend "ISBN (invalid)" is generated when applicable.

A manually operated routine exists for checking the internal validity of ISBNs. This routine should be used by catalogers:

1) if more than one ISBN seems to have been assigned to the same edition, etc. (cf. B.2.h above) and not all of the numbers appear on the cataloging worksheet. In such cases, the cataloger should check the validity of any number added to the worksheet and apply C.5 above if the numbers are valid or the instructions in E.1.b below if one or more is invalid.

2) if an ISBN in a CIP at the galley stage seems incorrect. In such cases, the cataloger may check to see if it is invalid. If the ISBN proves to be invalid (or it is obviously invalid because it has more or fewer than ten digits or because it has a letter other than "X" as the tenth character), do not record the invalid ISBN in the record. Instead, the CIP Division will attempt to supply a valid number.

If the CIP Division can obtain a valid ISBN from the publisher, use that number in the CIP record. If no valid number can be obtained, omit the invalid number from the CIP record. (If the invalid number is nonetheless included in the published item by the publisher, it will be included in the full MARC record.)

3) Catalogers are asked not to use the ISBN check technique routinely to check ISBNs, however.

b. Recording invalid ISBNs. If the only ISBN in the record is invalid, it is recorded preceded by the words "ISBN (invalid)". In such cases, the invalid number together with any qualification and terms of availability constitute a single incidence of the ISBN area.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and one or more invalid ISBNs relating to precisely the same edition, etc., are recorded (cf. B.2.h), the valid and associated invalid ISBNs, along with any qualifications and terms of availability together constitute a single incidence of the ISBN area. In such cases the valid form of the number and any qualification of it appears first followed by a space, the words "ISBN (invalid)," the invalid number, and any qualification of it.

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid) x-xxxx-xxxx-x

If more than one ISBN is invalid, record them all in the same 020 field if they appear to apply to the same edition, etc., or in different 020 fields if they appear to apply to different editions, etc.

If valid and invalid numbers relating to different editions, etc., are recorded, they constitute multiple incidences of the ISBN area and are recorded in the order specified for all ISBNs (cf. section C above).

ISBN (invalid) x-xxxx-xxxx-x  
ISBN x-xxxx-xxxx-x (pbk.)  
ISBN x-xxxx-xxxx-x (lib. bdg.)

c. Qualifying invalid ISBNs. If an invalid ISBN relates to the same edition, etc., as a valid ISBN (hence is carried in the same area), apply any qualification to the valid ISBN only. However, always qualify an invalid ISBN by location if it appears outside the item being cataloged. If the invalid ISBN is the only ISBN in the

record or the only ISBN relating to a particular edition, etc., apply any qualification to the invalid ISBN. Follow the guidelines set forth in section F below for choice of qualifying terms.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and invalid number relate to the same edition, etc., apply any qualification to the valid number except the location of an invalid number when that number appears outside the item being cataloged.

ISBN x-xxxx-xxxx-x (v. 1) ISBN (invalid)  
x-xxxx-xxxx-x (jacket)

2. Non-MARC records. If a number is known to be invalid (e.g., because it has fewer than ten digits or because it has a letter other than "X" as the tenth character), omit the ISBN from the record.

**F. QUALIFICATION OF ISBNs.** In general qualify an ISBN when the relationship between the number given and the edition, etc., cataloged would not be clear to a user of the catalog record. A qualification follows the ISBN to which it relates, separated from it by one space and enclosed within one set of parentheses.

When it is necessary to include more than one kind of information within a qualifying statement, separate each element by a space-colon-space.

ISBN x-xxxx-xxxx-x (N.Y. University : pbk. : v. 1)

ISBN x-xxxx-xxxx-x (pbk. : 1g. print)

In cases of multiple qualifying elements, record them as appropriate in the following order:

Accompanying material  
Country associated with ISBN (cf. B.1; B.2.b)  
Publisher/distributor  
Series/phrase (CIP only) (cf. F.3)  
Binding/format  
Set/volume number  
Source in item of ISBN (cf. B.2.h)

1. Qualification by name of country. Qualify an ISBN by the name of a country in certain cases of publishers with offices in more than one country when it would not be clear from the publication, etc. area to which country the ISBN relates (cf. B.1; B.2.b). Use standard abbreviations whenever feasible.

2. Qualification by publisher/distributor. Qualify an ISBN by the name of the publisher/distributor as follows:

a. If the first (or only) ISBN recorded corresponds to the first (or only) entity named in the publication, etc. area, no qualification by entity is necessary.

b. Qualify the ISBNs for all publishers/distributors except those for the first entity named in the publication, etc., area.

c. If the first ISBN or the first in a series of ISBNs relating to the same publisher/distributor has been qualified by entity, qualify all subsequent numbers by entity whether or not they relate to the same entity.

ISBN x-xxxx-xxxx-x (N.Y. University : v. 1)

ISBN-x-xxxx-xxxx-x (N.Y. University : v. 2)

3. Qualification by series/phrase (CIP only). For CIPs at the galley stage (only), when ISBNs for both a hardbound and a paperback (or softbound) edition are being included in the same record, if the paperback, etc., edition contains a series statement or a phrase such as "A Dolphin book" that is not applicable to the hardbound edition, qualify the ISBN for the paperback, etc., by the series/phrase.

ISBN x-xxxx-xxxx-x : \$14.95

ISBN x-xxxx-xxxx-x (Aurora series : pbk.) : \$7.95

ISBN x-xxxx-xxxx-x : \$17.95

ISBN x-xxxx-xxxx-x (A Dolphin book : pbk.) : \$5.95

Do not give the series in the series area of the record; do not include series numbering in the qualification; do not trace the series, even if it is established as one that is traced (cf. LCRI 1.0).

4. Qualification by binding/format. Qualify an ISBN by a statement of binding/format as follows:

a. General. If the edition being cataloged is regular hardbound do not qualify the ISBN relating to that edition.

If the edition being cataloged is other than regular hardbound and the ISBN for the regular hardbound edition is also recorded, qualify it with the term "(hard)." For CIPs at the galley stage, assume the edition being cataloged is hardbound unless there is explicit evidence to the contrary.

When more than one set of ISBNs is to be recorded, all numbers relating to regular hardbound editions must follow a consistent pattern of qualification: if the item being cataloged is regular hardbound, no ISBN for the regular hardbound edition in the same record will need qualification; if the item being cataloged is other than regular hardbound, all ISBNs in that record relating to the regular hardbound edition will require qualification.

ISBN x-xxxx-xxxx-x

ISBN x-xxxx-xxxx-x (pbk.)

ISBN x-xxxx-xxxx-x (Abrams)

ISBN x-xxxx-xxxx-x (Abrams : pbk.)

(The item being cataloged is hardbound)

ISBN x-xxxx-xxxx-x (pbk.)

ISBN x-xxxx-xxxx-x (hard)

ISBN x-xxxx-xxxx-x (Abrams : pbk.)

ISBN x-xxxx-xxxx-x (Abrams : hard)

(The item being cataloged is paperback)

b. Other than regular hardbound. Qualify all ISBNs for types of bindings other than hardbound.

EXCEPTION: For items issued in countries in which paperbound editions are known to be the normal, often the sole, publishing format (e.g., Hispanic countries), do not qualify ISBNs for paperbound editions as to their binding unless there is explicit evidence that the item has been issued also in another binding.

c. Multiple numbers relating to the same binding/format.

If more than one ISBN relates to the same binding/format (e.g., ISBNs for a multipart item), repeat the binding/format qualification for as many numbers as is appropriate.

ISBN x-xxxx-xxxx-x (pbk. : v. 1)

ISBN x-xxxx-xxxx-x (pbk. : v. 2)

d. Terminology used in the qualification. To the extent practicable, attempt to use standard terms. Translate foreign-language terms into English if there is an adequate equivalent.

Commonly occurring types of binding, along with definitions and abbreviations, are given below. For purposes of these guidelines a "cover" is defined as any covering material that is of a greater thickness or durability than the paper upon which the text, etc., is reproduced. Books with rigid pages as well as a rigid outer covering (e.g., cardboard children's books) are considered to have a cover whether or not the outer covering is thicker than the pages.

1) Hardbound/hardcover. Use the qualification "hard" to identify ISBNs relating to an edition with rigid covers of any kind, except for a loose-leaf binder. (Note that when the item being cataloged itself is hardbound, no qualification is required; cf. F.4.a above.). Publishers may on occasion describe hardbound items as bound in "boards," or "caseboard." The phrase "trade edition" generally refers to the regular hardbound edition, though it may also refer to a so-called trade paperback edition.

2) Library binding. Use the qualification "lib. bdg." to identify ISBNs relating to a hardbound item made especially durable, ordinarily by using stronger materials, by reinforcing the back with a heavy "super," or by other means. Library binding may be identified either by examining the item itself, or by a statement on the CIP publisher's data sheet, or by both as follows:

a) Publisher's data sheet. Use the term "lib. bdg." if the publisher's data sheet states that an item will have a library binding. In addition, some publishers use other terms for which the qualification "lib. bdg." should be substituted, as follows:

Harper & Row	Harpercrest
Holt, Rinehart, and Winston	A Holt reinforced ed.
Lippincott (children's books)	reinforced binding
McGraw Hill	library edition
Random House	Gibraltar edition
Random House (children's books)	library edition

b) Book. Use the term "lib. bdg." if an examination of the book suggests that it is bound in library binding and the book so states. Some other terms used to indicate library binding are:

guaranteed binding  
library edition  
prebound  
reinforced

3) Loose-leaf. Use the qualification "loose-leaf" to identify ISBNs relating to a publication issued in a ring binder (or similar device) that allows pages to be inserted or removed. (Note that in this context "loose-leaf" relates solely to binding/format and does not imply that the item will be updated by the publisher.)

4) Paperback. Use the qualification "pbk." to identify ISBNs relating to an item issued in pliable paper covers, whether or not the spine is actually glued and covered. A publication with a (permanent) "spiral binding" may also be qualified by "pbk." if the covers are paper or pliable cardboard. Publishers may on occasion refer to a paperback binding as a "perfect" binding.

5) Softbound/softcover. Use the qualification "soft" to identify ISBNs relating to an item having pliable covers of leather, plastic, or another flexible material (other than paper or pliable cardboard). Publishers may on occasion refer to such bindings as "flexicover."

6) Unbound. Use the qualification "unb." to identify an ISBN relating to an item that has no cover and is either not fastened at the spine or is fastened only with a staple or other non-permanent device (e.g., a detachable "term paper" spine or folder). Do not describe CIPs at the galley stage as "unb."; instead, use the term(s) appropriate to the anticipated published item.

7) Other formats. The following is a list of commonly occurring formats together with the recommended qualifying terms:

deluxe	(deluxe)
large paper	(lg. paper)
large print	(lg. print)
limited edition	(lim. ed.)
microfiche	(microfiche)

If any other term is found on the item/data sheet, translate it into a standard equivalent if possible. Otherwise, use the term as it appears.

Broschur	= (Broschur)
LPE (limited paperback edition)	= (lim. pbk. ed.)
prepack (multiple copies that are specially marketed)	= [ISBN is not recorded] (cf. B.2.e)

5. Qualifications for multipart items. Qualify all ISBNs relating to multipart items. Use the word "(set)" for numbers relating to the set as a whole. Use specific volume numbers for ISBNs relating to individual parts. Use the form "(v. 1)", preceding the number by a space; use the sequencing designation given on the item in the language of the item, abbreviating when possible.

(pt. 1, v. 1)  
(Module A-3)  
(Bd. I)  
(v. A)

6. Qualifications for accompanying material. Qualify all ISBNs relating to accompanying material. Use as a qualification the same term employed to describe the accompanying item in the accompanying material statement or the note area. If necessary, abridge the description to one or two words.



(supplement)  
(answer book)  
(atlas)

## G. CORRECTING/ADDING ISBNs IN EXISTING RECORDS

Validation of ISBNs by program as part of the inputting process is intended to prevent errors in transcribing numbers. However, when an error in transcription of a number has occurred in a verified MARC record or on a printed non-MARC card and the correct number is available, correct the number. This is considered a major change to the record.

An error in qualification of an ISBN should also be corrected, but as a minor change.

The addition of an ISBN to a record is also considered a minor change.

## APPENDIX I: INTERNATIONAL STANDARD NUMBERING SYSTEM.

A. Existing Standard Numbering System. The International Standard Book Number (ISBN) system developed from the book numbering system introduced in the United Kingdom in 1967. The principles and procedures for international standard book numbering are now embodied in the International Organization for Standardization's Recommendation 2108. The purpose of the ISBN is to identify one title or edition of a title from one specific publisher by number for processing and inventory control. The ISBN is carried in the MARC record and has become an additional access point in the catalog record in many computer-based systems, including the system at the Library of Congress.

Each ISBN consists of ten digits and is divided into four parts, as follows:

1. Group identifier. This identifies the national, geographic, or other similar grouping of publishers. The group identifier varies in length according to the likely output of items in a group; the larger the output, the smaller the group identifier. Group identifiers are allocated by the International ISBN Agency in Berlin; to date the following have been allocated:

- |     |  |
|-----|--|
| 0,1 | Australia, Canada, New Zealand, South Africa, United Kingdom, United States, Zimbabwe (formerly Rhodesia) [Note that "1" is not yet being used.] |
| 2   | Belgium (French speaking), Canada (French speaking), France, Switzerland (French speaking)   |
| 3   | Austria, Federal Republic of Germany, Switzerland (German speaking)  |
| 82  | Norway   |
| 83  | Poland   |
| 84  | Spain and other selected Hispanic countries  |
| 85  | Brazil   |
| 87  | Denmark  |
| 90  | Belgium (Dutch speaking), Netherlands  |
| 91  | Sweden   |
| 92  | International organizations, UNESCO  |
| 951 | Finland  |
| 962 | Hong Kong  |
| 963 | Hungary  |
| 968 | Mexico   |
| 977 | Egypt  |



978      Nigeria  
99        Surinam

2. Publisher identifier. This identifies a particular publisher within a group. The length of this part varies; the larger a publisher's output, the shorter the publisher's identifier. Publisher identifiers are allocated by group or national ISBN agencies.

3. Title identifier. This identifies a particular title or edition of a title published by a particular publisher. The length of this part depends upon the length of the publisher identifier. Title identifiers are usually assigned by the publisher.

4. Check digit. This is always the last digit of the number; it consists of a single digit, 0-9, or the capital letter X, which represents the number 10. The check digit is derived from a calculation on the other nine digits and is used in computer systems to validate numbers as a means of checking against errors in transcription.

B. Previous Numbering Systems. Prior to the adoption of the existing system, Standard Book Numbers (SBN) consisted of nine digits. The only difference between ISBNs and SBNs is that the latter do not contain a group identifier. SBNs were used only in the United Kingdom and the United States. With the inception of the ISBN system, all nine-digit numbers present in the LC MARC database were transformed into ISBNs by the addition of an initial zero to each number by means of computer program.

## APPENDIX II: OUTPUT CONVENTIONS FOR THE ISBN AREA.

For MARC records, the final formulation of the ISBN area for printing is performed by the photocomposition software. For non-MARC records, the cataloger formulates the area in the form in which it is finally to be printed.

### A. Hyphenation of ISBNs

1. MARC records. ISBNs are carried in machine records as a block of numbers without separations. On final printed products derived from LC MARC records and in several of the display formats in the LC online system, the parts of a valid ISBN are normally indicated by hyphens inserted on output according to the hyphenation formula given in D.2.a above. These conventions are also applied to invalid numbers consisting of ten digits. Invalid numbers consisting of fewer or more than ten digits are printed as blocks of digits without separations.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed and displayed as a block of digits without separations.

2. Non-MARC records. Non-MARC records also reflect the hyphenation formula given in section D.2.a above.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed as a block of digits without separations; if, however, the parts are indicated in the item, they may be given with hyphens on the catalog record.

### B. Prescribed Punctuation, Paragraphing, etc.

1. Output conventions. Output conventions are used in preparing copy for non-MARC records; they are also reflected in the final printed products derived from MARC records.

Each valid ISBN is preceded by the letters "ISBN"-space. Invalid ISBNs are preceded by "ISBN (invalid)"-space. (Note that invalid ISBNs are not recorded in non-MARC records; cf. E.2 above.) Each incidence of the ISBN area subsequent to the first is preceded by a period-space-dash-space. (Prior to January 2, 1981, each incidence of the ISBN area subsequent to the first was preceded by a period and two spaces.)

All incidences of the area are formatted into a single paragraph following the note area of the record, except for rare cases in which the "dashed-on" technique must still be employed; in these cases the ISBN area follows all notes except the dashed-on note(s).

ISBN x-xxxx-xxxx-x (set). — ISBN x-xxxx-xxxx-x (v. 1) : \$nn.nn. — ISBN (invalid) x-xxxx-xxxx-x (v. 2) : \$nn.nn

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid) x-xxxx-xxxx-x : \$nn.nn. — ISBN x-xxxx-xxxx-x (loose-leaf) : \$nn.nn  
\$nn.nn (v. 1). — \$nn.nn (v. 2)

Note that the photocomposition program for cards inserts the period-space-dash-space separating each ISBN area. For this reason, ISBN fields in MARC records formulated according to the present specifications do not end in periods. In cases of older records some of these field may end in a period but this will not affect the printed form because this condition has been anticipated in the output program. The period-space-dash-space separating the areas is never carried in the machine record.

**1.8D. Terms of availability.** [Rev. Supersedes Cataloging Service Bulletin, no. 9]. Give the price, etc., in the standard number and terms of availability area only for monographs cataloged according to chapters 2, 5, 6, 7, or 8 that have been issued within the three current years.

**A. GENERAL.** In these guidelines the term edition, etc., refers to a bibliographic unit distinguishable with reference to its text, publisher/distributor, binding/format, volume/set. The term item refers to the item being cataloged and/or to the source(s) upon which the description is based.

Associated price refers to a price (together with any special terms of availability) that corresponds directly to the edition, etc., represented by an ISBN that is to be given in a record. An associated price is recorded after the appropriate ISBN and its qualification, separated from the ISBN by a space-colon-space. One valid ISBN and its associated price, together with any needed qualification, constitute a single incidence of the ISBN area. (For invalid ISBNs, see LCRI 1.8B, section E.)

ISBN x-xxxx-xxxx-x (pbk. : v. 1) : \$nn.nn (est.)

If a price is applicable to more than one ISBN that is to be included in the record, it is repeated in association with as many ISBNs as appropriate even though it only appears once in the source item. If there is any doubt about the price that applies to the edition, etc., represented by an ISBN being recorded, do not include the price in the record.

Unassociated price refers to a price (together with any special terms of availability) that does not correspond to an ISBN, either because no ISBN is present or because the price given does not

correspond to the edition, etc., represented by an ISBN given in the record. Each unassociated price, together with any needed qualification, constitutes by itself a single incidence of the ISBN area.

\$14.00 (v. 1)  
\$17.00 (v. 2)

ISBN x-xxxx-xxxx-x (v. 1)  
ISBN x-xxxx-xxxx-x (v. 2)  
\$18.50 (set)

The examples shown in these guidelines reflect the conventions to be used by catalogers creating MARC catalog records. Catalogers creating non-MARC records should follow the guidelines below insofar as selection, qualification, and transcription are concerned and the guidelines in LCRI 1.8B, appendix II.B for formulating the area.

Because of the nature of publishing, it is impossible to anticipate in these guidelines all possible situations that might occur with respect to prices. In general, the cataloger should use judgment to construct statements that are clear and unambiguous. However, no new type of currency or currency designation may be used in a MARC record without first having the tables in the input programs updated to accept new kinds of currency designations.

## B. SELECTION OF PRICES FOR INCLUSION IN THE CATALOG RECORD

1. General. The following provisions deal with the selection of prices for inclusion in the catalog record.

a. Available prices. Include a price in the catalog record as set out in the guidelines below if the item being cataloged has been published in the current three years and the price is given either in the item (e.g., printed in the item, on a publisher's slip inserted in the item, on the dust jacket, container, etc.) or in the bibliographic source (e.g. CIP data sheet, record supplied by LC overseas center, shared cataloging bibliographic source, AV cataloging data sheet) on which the record is based.

Give the price in the currency appropriate to the ISBN whenever available. If the price in that currency is unavailable, give the price in the currency of the country of the first named place or, if that is unavailable, in any currency that is available. In either case, qualify the price to indicate the country to which the currency relates.

Edinburgh : Edinburgh University Press, c1979.

ISBN 0-85224-319-7 : \$20.00 (U.S.)  
ISBN 0-85224-376-6 (pbk.) : \$10.00 (U.S.)  
(U.K. ISBNs; only U.S. prices known)

b. Estimated prices. Include estimated or tentative prices when they are so designated in the bibliographic source (usually the CIP data sheet), and use the qualification "(est.)", e.g., "\$10.95 (est.)"; "\$69.00 (set : est.)".

c. Special prices and terms of sale. When one or more prices reflecting special terms of sale is given in an item, generally consider for inclusion in the catalog record only the price that relates directly to the edition, etc., being cataloged. If, in a particular instance, the special price is judged to be important, give it together with the terms of sale as a qualification (in one set of parentheses) to the price for the edition, etc., being cataloged.

# BEST DOCUMENT AVAILABLE

\$15.00 (\$21.00 outside Asia)

If, however, the only price available is one with special terms of sale, record that price and give the terms of sale as a qualification:

\$5.00 (to members)

When more than one price is available, one of which is in effect only for a limited time (e.g., \$24.95 until December 24, \$29.95 thereafter), prefer the price with the longer-range applicability.

d. Special designations in lieu of price. For items acquired through the LC shared cataloging program, use the following designations (capitalized and followed by a period) when applicable:

Free.

Not in trade.

Use these designations also for items acquired through the LC overseas acquisitions program when an overseas office provides this information.

Do not use the designation "Unpriced" when price is unknown.

e. Prices in more than one currency. Give prices in more than one type of currency only as provided below.

1) U.S. equivalent of a foreign currency. If a price in U.S. currency is available in addition to the price in the currency of the country of the publisher, add the price in U.S. currency as a qualification to the foreign price.

£10.00 (\$20.00 U.S.)

2) Canadian equivalent of U.S. currency. If a price in Canadian currency is available for a U.S. imprint in addition to the U.S. price, and it differs from the U.S. price, add the Canadian price as a qualification to the U.S. price.

\$5.50 (\$5.95 Can.)

3) International organizations. For publications of international organizations, give the price only in U.S. currency. If that is unavailable, give the price only in the currency of the country of publication (or the country of acquisition if there is a difference).

f. Accompanying material. Give the price for any item(s) accompanying the main work (whether or not there is an associated ISBN) if the item is described in the accompanying material section of the physical description area or in the note area of the record and no separate record will be made for the accompanying item.

If the price is not associated with an ISBN, qualify it as indicated in LCRI 1.8B, F.6) and follow the guidelines for the order of multiple elements described in LCRI 1.8B, C.4.

For CIP items at the galley stage, do not include a price for accompanying material if the material is known to be of a kind that LC will not acquire.

# BEST DOCUMENT AVAILABLE

2. Single part items. Always give the price for the edition, etc., being cataloged, whether or not there is an associated ISBN. When other ISBNs are included in a record (cf. LCRI 1.8B, B.2), give also the prices associated with them. If there is doubt as to whether a price corresponds to the edition, etc., represented by a particular ISBN, omit it. (Note that if the only price available is an unassociated one and relates to an edition, etc., different from that of the item being cataloged, no price is recorded.)

3. Multipart items. Always give the price for the edition, etc., being cataloged, whether or not there is an associated ISBN. When other ISBNs are included in a record, give also the prices associated with them. In general, if a price does not correspond precisely to the physical unit(s) represented by a particular ISBN (e.g., the ISBN is for volume one and the only price available is for volumes one through four (of an eight volume set)), omit the price. If, however, there is no ISBN, and the only price available does not correspond precisely to the aspect of the multipart item being cataloged, give the available price, qualified appropriately.

Publications in more than one part may bear a price for the entire multipart item, prices for the individual parts, or both. Because catalog records may be created for the entire collected set and/or for individual parts, depending upon the treatment decision, record prices as appropriate for the unit being cataloged according to the following guidelines.

a. Record for an individual part. If the item bears prices for the individual part and for the set, record both in the record for the part if no collected set record will be created. (Give the price for the part first.) If a collected set record will be created, give only the price for the part.

If the individual part bears only a price associated with the entire multipart item, give this price in the record for the part.

Give all prices as associated or unassociated prices as appropriate.

ISBN x-xxxx-xxxx-x (v. 1) : \$nn.nn  
\$nn.nn (set)  
(No collected set record to be made)

## b. Record for the collected set

1) Analytical records for the parts to be made.  
If analytical records for the parts are to be made, include in the record for the collected set only the price of the entire multipart item, if available, either associated or unassociated as appropriate.

2) No analytical records for the parts to be made. If no analytical records for the parts are to be made, include in the record for the collected set the price of the entire multipart item, if available, and prices for the parts as follows:

a) Multipart item is complete in two parts.  
Record the price of each part if known, either associated or unassociated, as appropriate. (N.B.: Do not include a set price unless it differs from the combined price of the two parts.)

ISBN -xxxx-xxxx-x (v. 1) : \$15.00  
\$19.00 (v. 2)

# BEST DOCUMENT AVAILABLE

ISBN x-xxxx-xxxx-x (v. 1) : \$27.00  
ISBN x-xxxx-xxxx-x (v. 2) : \$27.00  
\$50.00 (set)

b) Multipart item is complete in three or more parts. If the prices of all the parts are known to be the same, give the price per part, either associated or unassociated as appropriate, qualified with the words "(per vol.)" (or a suitable substitute if the item is divided into units other than volumes).

ISBN x-xxxx-xxxx-x (v. 1) : \$15.00 (per vol.)  
\$12.95 (pbk. : v. 1 : per vol.)

If the prices of all the parts are known to vary, give the price of the earliest part of the set for which the price is available, associated or unassociated, as appropriate. Qualify it with the words "(varies for each vol.)" (or other part designation), whether the set is "closed" or not.

If the prices of parts other than that of the part from which the set is being cataloged are unknown, give only the price for that part. Do not retrospectively add "(per vol.)" or "(varies for each vol.)" when subsequent parts are added to the record.

## C. QUALIFICATION OF PRICES

1. General. Place a qualification in parentheses after the price to which it relates as provided below. If more than one kind of qualification needs to be given for a single price, record them in one set of parentheses (except as directed differently in C.2.a), separating each distinct element with a space-colon-space.

\$10.00 (per vol. : est.)

2. Qualifications applicable to both associated and un-associated prices. Both associated and unassociated prices may have the following kinds of qualification:

a. Estimated or tentative prices (cf. B.1.b). Use the term "est." (i.e., estimated).

When multiple currencies are given and one or both of the prices is estimated, use the designation "est." as appropriate, but give the price in the second currency in its own set of parentheses as follows.

ISBN x-xxxx-xxxx-x : £29.50 (\$65.00 U.S. : est.)

ISBN x-xxxx-xxxx-x : £29.50 (est.) (\$65.00 U.S.)

ISBN x-xxxx-xxxx-x : £29.50 (est.) (\$65.00 U.S. : est.)

b. Special prices and terms of sale (cf. B.1.c).  
Enclose in parentheses the special price and terms of sale if they are being given in addition to another price.

\$15.00 (\$20.00 outside Asia)

If only the special price is to be recorded, give the special terms of sale as a qualification to the price.

\$5.00 (to members)



c. Multipart items. Use the following terms in addition to those prescribed below when appropriate: For parts priced the same use "per vol." as instructed in B.3.b.2)b) above. For prices varying in multipart items of more than three parts use the phrase "varies for each vol." as instructed in B.3.b.2)b) above. In both of the above cases, substitute a more appropriate term than "vol." (abbreviated if possible) if the item being cataloged is divided into units other than volumes.

3. Qualifications for associated prices. Since associated prices by definition correspond to the ISBN with which they are associated, any qualification applied to the ISBN implicitly applies to the associated price as well and does not need to be explicitly given.

4. Qualifications for unassociated prices. Qualifications for binding/format, publisher, etc., must be given explicitly for unassociated prices.

a. Qualification by name of country. Qualify unassociated prices by the name of a country as provided for in LCRI 1.8B, F.1.

b. Qualification by publisher/distributor. Qualify unassociated prices by publisher/distributor as provided in LCRI 1.8B, F.2.

c. Qualification by binding/format. Since an unassociated price always relates to the edition, etc., being cataloged, give a qualification corresponding to the binding/format of the item being cataloged according to the conventions prescribed for ISBNs in LCRI 1.8B, F.4. If the only price available does not correspond to the binding/format of the item being cataloged, do not include a price.

d. Multipart items. In addition to the qualifications described above in C.2.a-c and C.4.a-c, unassociated prices need to be qualified to reflect the aspect of a multipart item to which they relate. Apply qualifications as described in LCRI 1.8B, F.5.

e. Accompanying material. Qualify unassociated prices relating to accompanying material as described in LCRI 1.8B, F.6.

5. Order of qualifying elements. When more than one qualification needs to be given for a single price, prefer the following order of elements: binding/format, volume number, U.S. equivalent of foreign currency, price according to special terms of sale, U.S. equivalent of foreign currency, indication of variation in price for different volumes. (Give these elements only when provided in these guidelines.) The following made-up example illustrates the preferred order of elements:

Rs40.00 (pbk. : v. 1 : \$10.00 U.S. : Rs 30.00  
(\$8.00 U.S.) to associates and educational :  
varies for each vol.)

#### D. TRANSCRIPTION OF PRICES

1. General. Normally record the price in the form 0.00, prefixed or suffixed by the symbol for the currency specified in D.3 below.

\$2.50  
4.00TL  
Rs 0.75

a. Name of currency the same in more than one country.  
The basic unit of currency sometimes has the same name in more than one country, e.g., dollars, francs, rupees. In some cases the symbol for the currency may include letters indicating the country, e.g., TL distinguishes the Turkish lira from the Italian lira. When the same symbol applies to more than one currency without any distinguishing letters, e.g., F (franc), the publication, etc., area will usually make clear the country whose currency is involved.

b. Ambiguity in currency. If after formulating the price for the catalog record, it is not clear from the publication, etc., area or other information in the record to which country the currency relates, qualify the price by the name of the country, abbreviated if possible.

c. Fractions. For currencies that do not ordinarily include fractions, e.g., the Italian lira and the Japanese yen, do not add the decimal point and two zeros.

L186  
Y900

For currencies that ordinarily do not indicate the two decimal places for prices above two figures (e.g., the franc, the peseta), do not add a decimal point and two zeros.

300F  
500ptas

2. Symbols of currency. Use the symbols in D.3 below for currency in transcribing prices. In addition, the following reference source is helpful in ascertaining up-to-date forms of currency symbols:

"Coins and notes of the world" [last appendix] in  
The Bankers' Almanac and Year Book ...

Current items may show monetary designations newer than those shown either in the list below or in the reference work cited. In such cases, transcribe the designation as shown in the item being cataloged provided there is no printing difficulty with it. Report such cases so that new patterns of monetary designations may be reflected in revisions to the list and, for MARC records, the tables in the input programs.

### 3. List of Symbols of Currency

Afghanistan	75.00Af
Albania	L1.50
Algeria	6.00AD
Andorra	500ptas
Argentina	\$60.00
Austria	S20.50
Australia	\$3.85
Bahrain	600 filus (old) 6BD (new)
Bangladesh	Tk16.00
Belgium	295F
Bhutan	Rs3.50
Bolivia	\$b15.00



Brazil	Cr\$1.60
Botswana	R4.50 (old)
	P8.00 (new)
Bulgaria	1.20 lv
Burma	K25.00
Cameroon	25.CF00AF
Canada	\$3.35
Central African Republic	35.00CFAF
Ceylon	Rs0.60; Rs1.40
Chad	35.00CFAF
Chile	E*15.00 (old)
	\$1.00 (new)
China (PRC)	RMBY4.00
China (Taiwan)	NT\$180.00
Colombia	\$40.00
Congo (Brazzaville)	25.00CFAF
Congo (Kinshasa)	see Zaire
Costa Rica	C20.50
Cuba	\$2.50
Cyprus	£1.-; 750 mils
Czechoslovakia	Kcs11.50
Dahomey	15.00CFAF
Denmark	kr16.00
Dominican Republic	\$RD2.50
East Africa	sh2.50
Ecuador	S/20.00
Egypt	£E0.75
El Salvador	c6.00
Ethiopia	Br2.00 (new)
	\$2.00 (old)
Fiji	50c
Finland	Fmk7.85
France	45.00F
Gabon	25.00CFAF
Gambia	£1/10/-; 18/6
Germany, East	2.00M
Germany, West	DM29.50
Ghana	NC3.50
Great Britain	£1/5/3; 47/6; 18/-; -/16 (old shilling system)
	£1.05; £0.60 (new decimal system)
Greece	Dr150.00
Guatemala	Q2.50
Haiti	Gdes7.50
Honduras	L1.50
Hong Kong	HK\$15.00
Hungary	75.00Ft
Iceland	kr2.00
India	Re0.85; Rs3.75
Indonesia	Rpl500
Iran	76.00IR
Iraq	2ID; 1.5ID; 1.775ID
Ireland	60p
Israel	I£6.50
Italy	L3000
Ivory Coast	35.00CFAF
Japan	Y500
Jordan	2JD; 1.5JD; 1.775JD
Kenya	K5.75
Korea, South	W700
Kuwait	2KD; 1.5KD; 1.775KD
Lebanon	£L3.00
Lesotho	R3.50

Liberia	\$5.75
Libya	£Lil.00 (old)
	2LD; 1.885LD (new)
Liechtenstein	7.50F
Luxembourg	295
Madagascar	100FMG
Malagasy Republic	see Madagascar
Malawi	£l/10/-; 18/- (old)
	Ml.20 (new)
	K4.00 (newer)
Malaysia	\$2.50
Maldives Islands	Rs3.50
Mauritania	15.00CFAF
Mauritius	Rl.50
Mexico	\$50.00
Monaco	45.00F
Mongolian People's Rep.	1.55to
Morocco	5.00MD
Nepal	Re0.85; Rs2.75
Netherlands	f1 5.75
New Zealand	\$3.35
Nicaragua	C\$10.50
Niger	25.00CFAF
Nigeria	£l/15/-; 60k; 18/- (old)
	N4.95 (newer)
Norway	kr14.00
Oman	.300RO
Pakistan	Re0.50; Rs4.50
Panama	B/3.50
Paraguay	Gs50.00
Peru	S/15.00
Phillippines	P15.00
Poland	zY40.00
Portugal	12\$50
Qatar	1.50QR; 10.25QR
Rhodesia	£l/15; 47/- (old)
	\$6.00 (new)
Romania	lei4.50
San Marino	L700
Saudi Arabia	15 riyals 5 qursh
Sierra Leone	Le1.00
Sikkim	Re0.50; Rs1.85
Singapore	\$9.50
Somali Republic	10.00ShS
South Africa	R4.85
Spain	770ptas
Sudan	£S0.50
Sweden	kr23.50
Switzerland	36.00F
Syria	£Syr3.50
Tanzania	20/-
Thailand	5.00B
Togo	20.00CFAF
Trinidad & Tobago	TT\$4.00
Tunisia	2TD; 1.5TD; 1.775TD
Turkey	7.50TL
Uganda	15/-
United Arab Republic	see Egypt
United States	\$8.95
USSR	1.98rub

Upper Volta	25.000CFAP
Uruguay	\$19.00
Venezuela	Bs5.50
Vietnam	Od80 (Od80 for MARC)
Yemen	2 riyals 30 bagsha
Yugoslavia	50.00Din
Zaire	30K
Zambia	K0.50
Zimbabwe	\$5.00

2.5B9. [New]. Interpret the phrase "publications that are designed to receive additions" to mean "publications for which the publisher's intention, explicit or implicit, is to issue updates in the way of additions or replacements."

2.7B7. **Edition and history.** For new editions that are merely reprints with essentially unchanged text (cf. Reprint 2 in the AACR 2 glossary), make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged or from existing bibliographic records. In the note, always give the date of the original edition even if it is the same as the copyright date recorded in the publication, etc., area. For non-Georgian dates, give only Gregorian dates in the note. However, if the Gregorian date cannot be converted to a single Gregorian date, give both non-Georgian and Gregorian dates.

Reprint. Originally published: Boston :  
Houghton, Mifflin, 1910.

(This shows the minimum contents of the note;  
see below for a case of giving date only):  
if there is any difference in one of the  
three as illustrated)

Reprint. Originally published: Boston :  
Houghton, Mifflin, 1910. (Studies in Asian languages  
and literatures ; no. 3)

(Expand the basic note to include the  
series of the original if known)

Reprint. Originally published: 3rd ed. Boston :  
Houghton Mifflin, 1910. (Studies in Asian languages  
and literatures ; no. 3)

(Also include the edition statement when  
it is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston :  
Houghton, Mifflin, 1910. (Studies in Asian  
languages and literatures ; no. 3) With new introd.

(If a new introduction has been added,  
but a statement about it does not appear in  
the body of the entry, include this infor-  
mation as illustrated)

Reprint. Originally published: The Hakka  
language and literature of Southern China. 3rd  
ed. Boston : Houghton, Mifflin, 1910. (Studies  
in Asian languages and literatures ; no. 3) With  
new introd.

(If the title has changed, incorporate it in the  
note too)

Reprint. Originally published: 1910.

(If the name of the original publisher  
is unknown, give on the date.)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin to note instead with the next phrase "Originally published:"

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

Reprint (1st work). Originally published:...

Reprint (2nd work). Originally published: ...

Reprint (3rd work). Originally published: ...  
(Two or three works)

Reprint of works originally published 1910-1934.

(More than three works)

## Limited editions

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less. If the statement cannot be quoted, phrase it so that the number does not come first (to avoid spelling out the number; cf. Appendix C.3).

"250 copies printed"—T.p. verso

Edition of 250 copies printed.

not Two hundred and fifty copies printed.

When the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number (introduced by the phrase "LC has copy") as a copy-specific note (cf. LCRI 1.7B20).

"Special edition of 200 copies on handmade paper"—  
Colophon.

(Edition note)

LC has copy no. 20, signed by author.

(Copy-specific note)

Edition of 300 copies printed.

(Edition note)

LC has copy no. 145.

(Copy-specific note)

**2.7B13. Dissertations.** [Rev.] If in cataloging a dissertation or thesis the academic degree is not equivalent to "doctoral" or "master's," qualify "thesis" by whatever statement is found on the item being cataloged.

# BEST DOCUMENT AVAILABLE

Thesis (licenciado en derecho)—Universidad Nacional Autónoma de México, 1945.

In recording the name of the institution in a thesis note, give it in the form found on the item. (If the name appears in a non-roman script, transcribe it in its nonroman form if the language is one that is not romanized and the same nonroman script appears in the body of the entry; otherwise, give it in its romanized form (cf. LCRI 1.7A3).) Add the name of the place in which the body is located if it appears with the name of the institution. Use the well-established English form of the place name if there is one. (In case of doubt about the English form, consult Webster's New Geographical Dictionary.)

Thesis (Ph. D.)—Yale University, 1974.

Thesis (doctoral)—Universität zu Köln, 1981.

Karl Schmidt's thesis (doctoral)—Ludwig-Maximilians-Universität, Munich, 1965.

Originally presented as the author's thesis (doctoral—Ruprecht-Karl-Universität, Heidelberg, 1969) under title:

**2.12-2.18. Early printed monographs.** [Rev.] The Library of Congress will not apply these rules. Instead, for any book published before 1801, it will use Bibliographic Description of Rare Books (Washington : Library of Congress, 1981). For books published after 1800, it will apply 2.0-2.11.

**12.0B1. Sources of information. Printed serials.** [Rev.] The basis for the description is the first issue of the serial. In determining which issue is first, disregard the date of publication, etc., and use the designations on the issues. For serials that carry numeric or alphabetic designations, the first issue is the one with the lowest or earliest (in the alphabet) designation. For serials that do not carry numeric or alphabetic designations, the first issue is the one that carries the earliest chronological designation. (If the actual first issue is not available, use these same guidelines to determine which issue should be used as the basis of the description.)

Since the title page (or title page substitute) of the first issue is the chief source of information for a printed serial, a title page that is published later to cover one or more issues cannot be used as the chief source. (However, data from such a title page may be put into the note area when necessary.)

If the description has been formulated from the first issue of a serial, the body of the entry remains unchanged throughout the life of the serial. If issues after the first have data different from those recorded in the body of the entry, record the different data in the note area as necessary. However, if the differences are in the title proper, create a separate record when appropriate (21.2C). (For changes in the main entry heading, see 21.3B.)

If a serial lacking a title page has a title (the same title or different titles) on more than one source in the item, choose as the title page substitute the source that appears first in the preferred order of sources listed in the rule. Exception: In any instance in which the item has two or more different titles and the title that appears in a less preferred source is known to be, because of a trademark or other symbol that appears with it, to be the stable title that does not vary from issue to issue, use the source with the stable title as the title page substitute. Apply this exception also in any instance in which two or more issues are in hand and the title appearing in a less preferred source remains stable from issue to issue (e.g., if the

| masthead title remains stable but the cover title changes from issue to issue, use the masthead as the title page substitute.) |

**21.1B2a.** [Rev.] Categories a) and d) of rule 21.1B2 include wording that justifies exhibitions as main entry headings. Note, however, that there are very few exhibitions that can be established as corporate headings (cf. LCRI 21.1B1).

The remainder of this interpretation is applicable to the majority cases in which the exhibition is not a corporate body, but consideration of a corporate main entry heading is still necessary because of the presence of the name of a museum or other body related to the event.

Apply 21.1B2a to the catalog of an exhibition of the works of two or more artists if it meets these conditions:

- 1) it presents itself as a catalog;
- 2) it emanates from a corporate body;
- 3) all the works listed are held by the corporate body from which the catalog emanates;
- 4) the wording of the chief source explicitly links the catalog to the corporate body which owns the works listed.

Henry Moore to Gilbert & George : modern British  
art from the Tate Gallery : Palais des beaux-arts,  
Brussels, 28 September-17 November 1973. — London  
: Tate Gallery Publications Dept.

Apply 21.1B2a to a catalog of the works of two or more artists that is not related to an exhibition if it meets both these conditions:

- 1) it emanates from a corporate body;
- 2) all the works listed are held by the corporate body from which the catalog emanates

Catalogue of the Italian paintings before 1800 / by  
Peter Tomory. — Sarasota, Fla. : John & Mabel  
Ringling Museum of Art

The presence of reproductions of the artists' works or reproductions and text about the artists or the artists' works is not a factor in choosing the main entry for either type of catalog.

If 21.1B2a cannot be applied, enter the catalog under the heading for the person who wrote the catalog or under title, as appropriate.

For the catalog (exhibition or other) of the works of a single artist, apply LCRI 21.17B.

**21.1B2c.** [New]. Consultants' Reports

Enter a work prepared by a consultant under the heading for the body that hired the consultant if the hiring body takes the consultant's document and adopts it in some clear way that fits a category of 21.1B2, category c being the most likely possibility. One of the clearest ways for the hiring body to do this is for it to make explicit recommendations or policy statements of its own superimposed on the

consultant's material (even if the original material is copied verbatim). Another clear way is for the hiring body to represent as its own the recommendations that originated with the consultant--perhaps even without adding any new material.

If the hiring body does not take a position as described above but simply passes on the material without statements of its own, then enter the work under the heading for the consultant if this is a person or persons not constituting a corporate body, i.e., apply 21.4A or 21.6. If the consultant is a corporate body, test the case under 21.1B2 in relation to the consultant in the same way as was done in relation to the hiring body. If the work simply reports on a subject without making the consultant's own definite recommendations, it is most likely that the work will not fit any of the categories of 21.1B2, and therefore, main entry would be under title. If the work instead contains the policy statements or definite recommendations of the consultant, then main entry will probably be under the heading for the consultant.

22.1B. [Rev.] Spacing and Punctuation Conventions in Personal Name Headings in Access Points in Name Authority and Bibliographic Records

1) Initials/letters

a) Name portion of heading

Periods. If the name of a person consists of or contains initials, insert a period after an initial if it is certain that the letter is an initial. In case of doubt, do not insert a period.

Eliot, T. S.  
H. D.

If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

X Y Z

Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, leave a single space between the initials/letters in all cases.

Eliot, T. S.  
H. D.  
X Y Z

b) "Additions" to name heading

Periods. Omit or include periods according to the predominant usage of the person (or their appearance in reference sources, if appropriate).

Spaces. Do not leave spaces between single initials/letters.

Brown, G. B., F.I.P.S.

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials/ letters.

Brown, G. B., Ph. D.

2) Names with portions abbreviated or missing. If the personal name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a comma and one space;

<u>Matos, Sa</u> , 1943-	<u>Sa</u> , 1943-
not <u>Matos</u> ,	
<u>Costa, Torres.</u>	
not <u>Costa</u> ,	Torres.
<u>Valmer</u> , capitaine.	
not <u>Valmer</u> ,	capitaine.
<u>Morrison</u> , 1776-1815.	
not <u>Morrison</u> ,	1776-1815.
<u>Mason</u> , Mrs.	
not <u>Mason</u> ,	Mrs.

a period;

<u>Tissot.</u>	
not <u>Tissot</u> ,	
<u>Corpeleijn</u> , W. F. Th.	
not <u>Corpeleijn</u> , W. F. Th	
<u>Junager</u> , Sv.-Aa.	
not <u>Junager</u> , Sv	-Aa

a period and one space;

<u>Enschedé</u> , Ch. J.	
not <u>Enschedé</u> , Ch	J
<u>Walle-Lissnijder</u> , Edm. van de.	
not <u>Walle-Lissnijder</u> , Edm	van de.

a period, a comma, and one space;

<u>Jones</u> , Th., 1910-	
not <u>Jones</u> , Th	1910-
<u>Calles Ll.</u> , Alfonso.	
not <u>Calles Ll</u>	, Alfonso
<u>Dahlan Aman</u> , Mohd., Haji.	
not <u>Dahlan Aman</u> , Mohd	, Haji.

3) Names entered under part following prefix. If a name heading consisting entirely of one or more surnames also contains a separately written prefix and the name is to be entered under the part following the prefix, separate the prefix from the entry element or elements with a comma-space.

<u>form used:</u>	van de Walle-Lissnijder
<u>heading:</u>	Walle-Lissnijder, van de.

If a word or phrase is associated with such a name, place the word or phrase after the prefix, preceded by a comma-space.



form used: Doctor de Winter  
 heading: Winter, de, Doctor

4) Names entered under last element of multiple element surname. When a name heading lacking any forename(s) is entered under the last element of a multiple element surname and a reference is traced from the surname in direct order, do not add a comma after the tracing.

Rosa, Ferreira da.  
 x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa  
 search under  
 Rosa, Ferreira da.

5) Bibliographic description. Note that the spacing and punctuation conventions applied to personal names used in access points differ from those used in the descriptive portion of a bibliographic record; for the latter, see LCRI 1.0C.

## Rule Application

In determining the name by which a person is commonly known "from the chief sources of information of works by that person issued in his or her language," include works issued both during and after the person's lifetime.

When the only works in the person's language are very early works, e.g., 15th-16th century, and the form of name appearing in them differs from the form used in modern reference sources in the person's language, prefer the latter.

Treat a music composer as an author and determine the name from the form found in the chief source for the published music. If no form in the published music is in the composer's language, determine the name from reference sources of the composer's country of residence or activity. If the name is not listed in these reference sources, use the name found in the published music.

[N.B. The following explanation and direction does not apply to authors writing in Portuguese (cf. LCRI 22.5C4).] When a person known primarily as an author is being established as a main or added entry and the chief source shows the name without forenames or forename initials, search briefly to see if there are other publications that could be called his or her works. If the search is successful, use the form that appears most frequently in the person's works. Otherwise, create the AACR 2 form for the person under surname without other names as it appears in the item being cataloged. Note the effect of 22.3A and the LCRI, however: it may be necessary to change the heading if subsequently received items show another form used more frequently.

For nonwriters (sculptors, painters, illustrators, and people who appear only as subjects), consider works "by" or about the person within the scope of "reference sources," as mentioned in footnote 1. Note that these sources must be issued in the person's language or in the language of his/her country of residence or activity.

"Conventional reference sources" is used here to refer to encyclopedias and such tools, while "other reference sources" is used to refer to any type of source other than conventional reference

sources (these other sources are typically works by and about the person). The reason for making this distinction is that the next problem dealt with arises from our having encountered a number of cases in which one form of name is consistently shown in the conventional reference sources, while another form as consistently appears in other reference sources. In such cases prefer the more truly "sought" form according to the cataloger's knowledge of the person and the cataloger's judgment of the sources in the particular case.

If the person being established is not an author or not known primarily as an author, and the only source for the person's name is the item being cataloged, use the fullest form found anywhere in the item.

Treat persons involved in the graphic aspects of cartographic materials as nonwriters (e.g., cartographers, engravers).

For persons known by only a phrase or other appellation that does not contain a real name (cf. 22.11), use the form found in English-language reference sources if the phrase, etc., was not used by the person but was assigned to the person by scholars later.

When a forename or surname is represented by an abbreviation, rather than by an initial, use in the heading the name for which the abbreviation stands provided there is no question as to what the name is or how it is spelled. If this condition is not met, search the Catalogers' Reference Collection (but not beyond) to determine the full form of such an abbreviation.

Brownridge, William  
not Brownridge, Wm. (William)

Fernández-Rivera García, Manuela  
not Fdez.-Rivera García, Manuela

**22.3C. Names written in a nonroman script.** [Rev.] Persons who bear names derived from a nonroman script, but who write in a roman-alphabet language, should not be treated under this rule. The decision that the person is writing in a roman-alphabet language is based on the first item cataloged, i.e., the fact that the text of this item was originally written in a roman-alphabet language. (If it becomes evident later that most of the person's works were written in a nonroman alphabet, apply the provisions of this rule interpretation.)

Apply the alternative rule found in footnote 4 to rule 22.3C2.

If a person entered under either a given name or a surname is likely to appear in general English-language reference sources, search Collier's Encyclopedia, The Encyclopedia Americana, and Encyclopaedia Britannica (15th ed.). If the name is found in all three of these in a single form, use the form found. If the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three of these sources, use the systematically romanized form of the name in the heading. Exception: For famous persons entered under given name but not found in all three of the general English-language encyclopedias because of specialized fame, consult major specialized encyclopedias (e.g., New Catholic Encyclopedia, The Oxford Classical Dictionary) to determine if there is a well-established English language form of the name.

For persons of too recent fame to be included in the three general English-language encyclopedias named above (e.g., new authors, dancers, persons recently become famous as political figures, Soviet dissidents, chess players, etc.), consult the yearbooks of the encyclopedias and the indexes of such newspapers as The New York Times and The Washington Post, to determine if there is a well-established English language form of the name.

If an application of AACR 2 to a heading established before January 1981 would mean a change from a nonsystematic to the ALA/LC systematic romanization, however, do not make the change whenever the heading is in accord with LC policy on establishing new nonroman names under AACR 1. Consider such headings as AACR 2 compatible. This means that headings encountered in a form contrary to AACR 1 policy are considered non-AACR 2.

#### Names of Persons with Surnames Written in the Cyrillic Alphabet

##### Headings Established before January 1981

1) If the existing authority record for the person's name shows the surname spelled the same as that found in the three English-language encyclopedias listed above (e.g., Glinka), retain the existing heading and consider it AACR 2. (Note that automatically considering the heading AACR 2 in this way means disregarding both the spelling and the presence or absence of forenames and patronymics.) If the only difference between the two forms is the presence of diacritical marks (or characters romanized as diacritical marks) in the established heading, consider them spelled the same (e.g., Gogol').

2) If the person's name is established with the surname spelled differently from that found in the three general English-language encyclopedias listed above, use the form (surname, forename(s), and patronymic) found in Encyclopaedia Britannica (15th ed.) as the heading.

#### Names of Persons with Surnames Written in the Hebraic Alphabet

##### Headings Established after December 1980

Follow this order of preference when establishing new headings:

1) If the name is found in a romanized form on a Hebrew or Yiddish item issued in Palestine or Israel and the author lives in twentieth century Palestine or Israel, use this form.

2) If the name is found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the name is found in Encyclopaedia Judaica, use this form.

4) Otherwise, use the systematically romanized form of the name.

(Note: If the heading for an author living in twentieth century Palestine or Israel reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish and issued in Palestine or Israel shows a nonsystematically romanized name, delay changing the heading until 80% of the person's works show the same nonsystematically romanized form.)

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## Headings Established before January 1981

1) Heading established in a systematically romanized form. If the form agrees exactly with all the provisions of AACR 2, accept the heading as AACR 2. Otherwise, consider the existing heading non-AACR 2.

2) Headings established in a nonsystematically romanized form.

Follow this order of preference when determining the AACR 2 form:

1) If the form agrees with the predominant romanized form found on the person's works in Hebrew or Yiddish issued in Palestine or Israel and the author lives in twentieth century Palestine or Israel, accept the heading as AACR 2.

2) If the name is found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the form agrees with the form found in Encyclopaedia Judaica, accept the heading as AACR 2.

4) If the form agrees with rule 44B1 of AACR (1967) as applied at the Library of Congress, accept the heading as AACR 2 compatible.

5) Otherwise, consider the existing heading non-AACR 2.

**23.2A. English form.** [Rev.] Apply the current policy for current place names:

1) For names in the United States, base the heading on the form found in a recent edition of the Rand McNally Commercial Atlas and Marketing Guide.

2) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.

Note: For the two categories above, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable. However, for "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item in hand or other evidence.

in source: Montgomery County  
gazetteer: Montgomery  
heading: Montgomery County (Md.)

in source: St. Joseph  
gazetteer: Saint Joseph  
heading: Saint Joseph (Mo.)

For U.S. townships (called "towns" in New England and some other states), do not include "township" (or "town") as part of the name used in the heading. If the name of such an entity conflicts with the name of another place in the same state, apply 23.4J if the conflict is with the name of another township or 24.6B if the other place is not a township.

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Lower Saxony  
Macedonia (Republic)  
Malacca  
Mantua  
Mexico City  
Montenegro  
Ningsia Hui Autonomous Region

Zurich

Note. If a foreign name is established in an English form, use the same form whenever the name is used by more than one jurisdictional level or is used as part of another name.

Kyoto (Japan)  
Kyoto (Japan : Prefecture)  
    not Kyōto-fu (Japan)  
Cologne (Germany)  
Cologne-Deutz (Cologne, Germany)  
    not Köln-Deutz (Cologne, Germany)

Do not follow the example "Union of Soviet Socialist Republics." BGN approves both "Union of Soviet Socialist Republics" and "Soviet Union." Use the short form "Soviet Union."

For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.	Lithuania
Azerbaijan S.S.R.	Moldavian S.S.R.
Byelorussian S.S.R.	Russian S.F.S.R.
Estonia	Tajik S.S.R.
Georgian S.S.R.	Turkmen S.S.R.
Kazakh S.S.R.	Ukraine
Kirghiz S.S.R.	Uzbek S.S.R.
Latvia	

For the United Kingdom, continue to use "Great Britain."

For the Federal Republic of Germany, use "Germany (West)."  
For the German Democratic Republic, use "Germany (East)."

For the Democratic People's Republic of Korea, use "Korea (North)."  
For the Republic of Korea, use "Korea (South)."

For Washington, D.C., use "District of Columbia" as the heading for the government of this name, with "Washington (D.C.)" used only as a location qualifier or as the entry element for cross references from place.

In dealing with London, use the heading

1) "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

2) "Greater London Council" for items from the entity bearing this name that has administrative control over the 32 London boroughs that make up "Greater London" (excluding the City of London).

3) "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.



For all the governments that have controlled the mainland of China, use "China" for all periods except 1937-1945. For the government headquartered in Chungking, 1937-1945, use "China." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, for 1938-1940 use "China (Reformed government, 1938-1940)," and for 1940-1945 use "China (National government, 1940-1945)." For the post-1948 government on Taiwan, use "China (Republic : 1949- )." For the province of Taiwan, use "Taiwan."

Treat military installations (forts, bases, camps, airfields, etc.) as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the country which controls it, i.e., add the heading for the larger place in which it is located in all cases. Make references from the name as a subheading of the country which controls it and as a subheading of the military branch to which it belongs.

**March Air Force Base (Calif.)**

x United States. March Air Force Base  
 x United States. Air Force. March Air Force Base

**Yokosuka Naval Base (Japan)**

x United States. Yokosuka Naval Base  
 x United States. Navy. Yokosuka Naval Base

**24.4C8. Institutions.** [Rev.]. When adding the name of a corporate body to a corporate name, give the name of the body in the form and language on which the heading for the body is based (not necessarily the catalog-entry form for the body). Nevertheless, if the combination of corporate name plus qualifier actually conflicts in the file being searched against, then give the qualifier in catalog-entry form. Use in the qualifier the body's current name. However, if a qualifier is added to the name of a body that no longer exists, use in the qualifier the name of the body that was appropriate at the time the body ceased.

**Newman Club (Southern State College)**

not: Newman Club (Southern State College (Springfield, S.D.))

Newman Club (St. Joseph's College (Brooklyn, New York, N.Y.))

Newman Club (St. Joseph's College (Philadelphia, Pa.))

Change an established heading whenever the existing qualifier becomes inappropriate (as when the name used in the qualifier changes or when the name used in the qualifier is no longer associated with the body being qualified). However, if there are six or more bibliographic records under the heading, seek permission before making the change.

**Documentations-Leitstelle Afrika (Institut für Afrika-Kunde)**

x Dokumentations-Leitstelle Afrika (Deutsches Institut für Afrika-Forschung)

(The name of the qualifying body changed from  
Deutsches Institut für Afrika-Forschung to Institut für Afrika-Kunde)



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**24.6. Governments. Additions.** When a sovereign nation and another place of the same name that is not a sovereign nation exist at the same time, do not qualify the name of the sovereign nation.

When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

**North Carolina**

not North Carolina (Colony)  
North Carolina (State)

**Hawaii**

not Hawaii (Kingdom)  
Hawaii (Republic)  
Hawaii (State)

**Texas**

not Texas (Republic)  
Texas (State)

**India**

not India (Dominion)  
India (Republic)

However, when the geographical qualifier added to a name to reflect its current status is not appropriate for the earlier entity, use two headings, and qualify each.

**Brabant (Belgium)**

Brabant (Duchy)  
not Brabant (Belgium)

**Tuscany (Italy)**

Tuscany (Grand Duchy)  
not Tuscany (Italy)

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

**Malacca (Malacca)**

Malacca (State)  
not Malacca

**Durham (Durham)**

Durham (County)  
not Durham

**New York (N.Y.)**

New York (State)  
not New York

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island conflicts with the name of a place in another jurisdiction, qualify the latter only.

**Alberta (Va.)**

Alberta  
not Alberta (Province)

**Victoria (Tex.)**

Victoria  
not Victoria (State)

**Corsica (S.D.)**

Corsica  
not Corsica (Dept.)

**Dorset (Vt.)**

Dorset  
not Dorset (County)

**Virginia (Minn.)**

Virginia  
not Virginia (State)

**Exception:** Use "Washington (State)" as the heading for the State of Washington.

If the name of a U.S. township (called "towns" in New England and some other states) conflicts, apply the following:

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1) If the conflict is with the name of a local place within the same state, add

a) the name of the state to the local place;

b) the name of the state and "Township" (or "Town") to the name of the township.

Passaic (N.J.)

Passaic (N.J. : Township)

2) If the conflict is with both the name of a local place and the name of another township, all of which are within the same state, add

a) the name of the state to the local place;

b) the name of the county, the name of the state, and "Township" (or "Town") to the names of the townships.

Berlin (Wis.)

Berlin (Green Lake County, Wis. : Town)

Berlin (Marathon County, Wis. : Town)

3) If the conflict is only with the name of another township within the same state, apply 23.4J.

Add a qualifier to the heading for a jurisdiction that does not conflict with the heading for another jurisdiction in the following cases:

1) When the heading for the jurisdiction is the same as the name of a geographic area, but the territory governed by the jurisdiction varies significantly from the geographic area.

## West Indies (Federation)

(The heading for Federation of the West Indies, which consisted only of some of the British possessions in the Caribbean; West Indies is a subject heading that covers all the islands in the Caribbean)

## Pacific Islands (Trust Territory)

(The heading for Trust Territory of the Pacific Islands which consists of the Caroline, Marshall, and Marina Islands; without the qualifier the heading could mean the subject heading for all the islands of the Pacific Ocean)

2) When the heading for the jurisdiction is the same as the name of a geographic area but the name of the jurisdiction has ceased.

## New Guinea (Territory)

(The heading for Territory of New Guinea, which ceased in 1942; New Guinea is a subject heading for the island which contains the current jurisdictions Papua New Guinea and Propinsi Irian Jaya)

**24.13. Subordinate and related bodies entered subordinately.** [Rev.].  
When the body being entered subordinately contains the name or part of name of a higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

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If a body is entered subordinatedly according to types 2, 3, or 4, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. When making the reference, generally qualify the name with the name of the parent body (in the form and language on which the heading for the parent body is based, not necessarily its catalog-entry form).

Note: If a name authority record for a heading established before January 1981 contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

If the name of a subordinate body lacks a term indicating that it is a corporate body, enter it subordinatedly if the name of a higher body is required for the identification of the subordinate body.

name: Conservation Research and Development  
heading: Minnesota Energy Agency. Conservation  
Research and Development

name: Adaptive Driver Education  
heading: Human Resources Center (Albertson, N.Y.).  
Adaptive Driver Education

**24.15B.** [New]. If a body is composed of representatives of two or more other bodies and these other bodies are all entered as subheadings of a common higher body, enter the joint unit as a subordinate body as instructed in 24.14 or 24.19 if the name of the joint unit fits one of the types under 24.13 or 24.18.

United States. Joint Meteorological Committee  
x United States. Army. Joint Meteorological  
Committee  
x United States. Navy. Joint Meteorological  
Committee  
x United States. Weather Bureau. Joint  
Meteorological Committee

**24.18.** Government agencies entered subordinatedly. [Rev.]. When the body being entered subordinatedly contains the name or part of the name of a higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

name: Senate Committee on Natural Resources and  
Wildlife [of the California Legislature]

heading: California. Legislature. Senate. Committee  
on Natural Resources and Wildlife.

If the name of a government agency lacks a term indicating that it is a corporate body, enter it subordinatedly unless the name contains the name of the government or an understandable surrogate.

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name: Naval Oceanography and Meteorology  
heading: United States. Naval Oceanography and Meteorology

name: Landesvermessung  
heading: Lower Saxony (Germany). Landesvermessung

24.18, type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination." Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word in question does not have such an implication. For names of government bodies within the U.S., we shall attempt a higher degree of uniformity by making a list of words used within the U.S. that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), here are some other words with which to begin the list:

administration	... group (e.g., work group)
advisory ... (e.g., advisory panel)	office
agency	panel
authority	service
board	task force
bureau	working party

Conversely, here are some commonly used words which have been rejected as falling into type 2:

council  
project  
program

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If either the name of the government is stated explicitly or implied in the wording of the name, or the name contains some other element guaranteeing uniqueness (usually a proper noun or adjective), enter it independently; in all other cases, enter the name subordinately. Apply this interpretation to the names of agencies at any level of government. (If variant forms in the body's usage create doubt about whether or not the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

If a body is entered subordinately according to this rule, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. Add the name of the government as a qualifier to the reference. Note: If a name authority record for a heading established before January 1, 1981, contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

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**24.21C.** [Rev.]. Apply the treatment of legislative subcommittees of the U.S. Congress also to legislative subcommittees of U.S. states.

Apply 24.21C to other types of bodies subordinate to legislative committees and subcommittees, e.g., task forces, panels.

United States. Congress. House. Committee  
on Ways and Means. Subcommittee on Trade.  
United States - Japan Trade Task Force.

California. Legislature. Assembly.  
Subcommittee on Housing Production.  
Housing Advisory Panel.

Make a reference from the name of the subcommittee as a direct subheading of the chamber to which the parent committee belongs if the name of the subcommittee is unique within the legislature.

United States. Congress. Senate. Committee on  
Foreign Relations. Subcommittee on Canadian  
Affairs.

x United States. Congress. Senate. Subcommittee  
on Canadian Affairs

**24.21D.** [New]. Add the number and year, or the number, session, and year, only to the heading for the U.S. Congress. Use such a heading only if the item meets all these conditions:

- 1) an added entry must be made for the U.S. Congress as a whole or for one of its chambers;
- 2) no main or added entry is appropriate for any committee, subcommittee, or other subordinate unit of the U.S. Congress as a whole or of one of its chambers;
- 3) the number of the session is named in the chief source.

**25.2A.** [Rev.]. Use a uniform title unless the complete uniform title that would be assigned is exactly the same as the title proper of the item.

## Exceptions:

- 1) Do not use a uniform title when the only difference is the presence of an initial article in the bibliographic title proper.
- 2) For certain anonymous classics that are entered under a uniform title main entry heading and that have been published in many editions, in different languages, and under different titles (e.g., Beowulf, Chanson de Roland), use a uniform title for all editions. This includes editions in the original language when the title proper is the same as the uniform title assigned.

Apply the optional provision in rule 25.2A. This means omitting brackets around uniform titles whenever they are headings (i.e., no main entry heading precedes them).

**25.5D [Rev.].** When naming a language in a uniform title, base the name on the form used in the latest edition of Library of Congress Subject Headings or its published supplements. If the language is not listed, request the Subject Cataloging Division to establish it. (Use "Greek" for classical Greek and for modern Greek; however, if the item includes text in both, use "Classical Greek" and "Modern Greek" in the uniform title.)

**25.8-25.11. Collective titles. [Rev.].** Except as noted in LCRI 25.9 and LCRI 25.10, assign a collective uniform title to an item at the first instance of appropriateness, i.e., do not defer the adding of a collective uniform title until the file under the heading is voluminous.

Extend the use of collective uniform titles to collections entered under a corporate name whenever the particular circumstances warrant it (e.g., collections of official communications by a head of state, collections of encyclicals). Note that the application of 25.8-25.11 is restricted to collections for which a single person or a single corporate body is responsible.

In any case of a collection covered by 25.8-25.11 containing three or more works, generally do not make analytical added entries for any of the works in the collection. This applies both to collections with a uniform title and those without. (For the exception for music sound recordings, see LCRI 25.35-25.36.)

Under any of the collective uniform titles ("Short stories," "Laws, etc.") other than "Works" or "Selections" (see LCRI 25.8-25.9) a difference in titles proper would separate originals from translations and likewise would separate unrevised editions as well as the various publications of a single edition. Such collective uniform titles are also not adequate for the proper identification of a work being used in a secondary entry. Because of these inadequacies, apply collective uniform titles with the principle found in 25.5C always in mind. The "appropriate designation to distinguish" between one work and another (or to bring them together) will usually be the title proper of each work. Note, however, that the designation should be tailored to fit each case, so that there are possibilities other than the title proper (editor, translator, publisher, compiler, etc.) and that the title proper if used, may be shortened. Do whatever makes the most sense in the particular case. The following examples are merely illustrative of this point; they are not meant to be prescriptive for the particular works shown:

**Great Britain.**

[Laws, etc. (Halsbury)]  
Halsbury's statutes of England...

**United States.**

[Laws, etc. (U.S. code)]  
United States code ...

**Maugham, W. Somerset.**

[Short stories (Heinemann)]  
Complete short stories...

Apply this technique of qualifications only retrospectively, i.e., after the need to bring together differently titled items becomes an actuality or to refer to a particular work in a secondary entry when



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this work is not the only one bearing the same collective uniform title in the catalog. Then, it will be necessary to revise the earlier entry or entries.

**25.9. Selections.** [New]. For partial collections of works by an author who writes in only one form, apply the provisions of LCRI 25.10.

**25.10. Works in a single form.** [Revision of part of 25.8-25.11]. For collections covered by 25.10, use a collective uniform title only in the following situations:

- 1) the title proper of the collection is indistinctive;
- 2) the collection lacks a collective title proper (1.1G).

**Faulkner, William, 1897-1962.**

[Short stories. Selections]

Uncollected stories of William Faulkner

**James, Henry, 1843-1916.**

[Short stories. Selections]

The author of Beltraffio ; Pandora ; Georginna's reasons ; The path of duty ; Four meetings

In all other cases of a collection of works in a single form, treat the item as though it were a single work. (This means disregarding the wording of the other title information, parallel title, etc., that indicates that the item is a collection and ignoring the fact that the title proper may be identical to the title of one of the works in the collection.)

**Squire, John Collinse, Sir, 1884-1958.**

The birds and other poems

**Wilde, Oscar, 1854-1900.**

Birthday of the infantia and other tales

For collections containing works in translation, use the uniform title of the collection in the original language if there is explicit evidence that the translated collection existed in the original and the collection in the original language does not bear a collective uniform title. If the collection of translated works does not exist in the original or if the original collection bears a collective uniform title, use a collective uniform title.

**Note:** Apply these directives for collections of works in a single form also to partial collections of works by an author who writes in only one form (25.9).

**Appendix A.2A. General rule.** [New]. Neither AACR 2 nor the University of Chicago Press style manual provides detailed guidance on capitalization of "little words" in English corporate names. Rule 7.123 in the style manual, however, although stated as a rule for titles, is also applied by the press to corporate names. The following list, derived from 7.123, is provided in order to maintain consistency for certain common words. In other cases, use judgment.



## Type of word

- |   |            |
|---|------------|
| 1) Pronouns   | capitalize |
| 2) Forms of the verb<br>"to be"   | capitalize |
| 3) "To" in infinitives  | lowercase  |
| 4) Coordinating conjunctions<br>("and," "but,"<br>"or," etc.)             | lowercase  |
| 5) Subordinating conjunctions<br>("though," "as," "if,"<br>"since," etc.) | capitalize |
| 6) Articles   | lowercase  |
| 7) Prepositions   | lowercase  |

On revising a heading that does not conform to this instruction, update the name authority record and any MARC bibliographic records.

**Appendix D: Preliminaries.** [Rev.]. Treat a bibliographical data sheet, technical report documentation page, etc., appearing in a U.S. document as a preliminary only when the leaf or page precedes the title page. (This means that the definition of "preliminaries" must be followed, with no special exception for these data sheets.)

"Cover" in the list of sources means pages 1, 2, 3, and 4 of the cover, both flaps of the cover, and the spine.

The plural "title pages" in the list of sources means the title pages that pertain to the particular entity being cataloged but not to those that pertain to another entity of which it may be a part.

Note: Treat a verso of a title page substitute or any of the pages preceding a title page substitute as a preliminary only if it forms part of the cover.

### "Relator" Terms

In 1981 the Joint Steering Committee for Revision of AACR approved LC/ALA recommendations that rule 21.0D be generalized to recognize the existence of a variety of designator terms not appearing on the list in rule 21.0D but appearing on lists being developed by specialized groups. In light of both this decision and a request by the Rare Book and Special Collections Division of the Library of Congress to use specialized relators, the Library has revised its original decision on the option in 21.0D and will in a restricted number of cases make use of relator terms from other standard lists. For rare book cataloging, the Library will use selected relators from "Relator Terms for Rare Book, Manuscript, and Special Collections Cataloging" (College and Research Libraries News, Oct. 1981, p. 322-325). Implementation of these terms will not occur until modifications have been made to LC's automated system and internal procedures. Additional information will be made available at the time this technique is implemented.

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## Hebrew and Yiddish Romanization

Below are some of the more important details about the application of the table for Hebrew and Yiddish (cf. Cataloging Service, bulletin 118, summer 1976) in the Library of Congress. These details represent a long standing practice only now being published.

1) In the preliminary note, for "and the Yiddish follows the Lithuanian Yiddish pronunciation" read "and the Yiddish follows the standardized, principally Lithuanian, pronunciation".

2) For " initial and final disregarded ..." read "ח initial and final (including end of syllable disregarded ...

3) Make the following addition to the column captioned "Vowels used in Hebrew" ...

a) Change the roman value of the first "a" to "a or o (when the letter represents the short value of א)"

b) Add between the second "e" and "o" " '... e

c) Change the Hebrew letter romanized as "o" to: ן, ם, ן:  
or:

d) Add the following qualification to the "e" at the end of the column: e (mobile schwa); the quiescent schwa is not transcribed.

## SUBJECT HEADINGS

### Authority Research for Subject Heading Proposals

The guidelines below are used by catalogers in the Subject Cataloging Division in researching terminology for new subject heading proposals and illustrates how the division selects forms for new headings. It is hoped they will assist other libraries in doing research to establish new headings themselves.

Proposed subject headings and their associated see references should reflect both the terminology used in current literature on the topic, and the system of language, construction, and style used in LCSH. The purpose of doing authority research and listing the authorities consulted is either to demonstrate the form(s) in which the term being proposed as a heading has been found in existing literature or to document the fact that no citation to the term can be found in any likely sources except the work being cataloged. This information serves not only as a record of how the cataloger decided on the terminology selected for the heading and see references, but also as justification for the proposed structure of see also from and see also to references. In addition, definitions of terms that are not readily available elsewhere; information on the intended scope and usage of the proposed heading; its relationship to, and distinction from, similar existing headings; and any peculiarities or other pertinent information about the heading are also recorded. This information is used to guide the proposal through the editorial approval process and to serve as a permanent record for future reference and consultation.

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There are three categories of information to be recorded as authority for new subject heading proposals: 1) citation of LC pattern, 2) citation of authorities consulted, and 3) other information pertinent to the choice of terminology or the meaning of the heading. All subject heading proposals should include one or more of these categories.

## Citation of LC Pattern

An analogous, existing LC heading may be cited as the pattern, in lieu of citing authorities, for any new subject heading proposal in the following categories:

1) Proposal to add a new qualifier to a heading already analogously qualified, e.g., the heading Art, French may be cited as the pattern for a proposal to establish the heading Art, German.

2) Proposal to establish a non-free-floating subdivision under a heading for which an analogous pattern of usage exists, e.g., the heading Churches—Remodeling for other use may be cited as the pattern for a proposal to establish the heading Automobiles—Service stations—Remodeling for other use.

3) Proposal to establish a heading always constructed according to a standard pattern, such as "and" headings, "in" headings, Cookery ([topic]), Underdeveloped areas—[topic].

## Citation of Authorities Consulted

Thorough authority research demonstrating that the term selected for the proposed heading is the appropriate one must be done for all concepts that are new to the LC subject headings system and outside the scope of the pattern situations described above. The final selection of terminology may, of course, be the result of a combination of both pattern and research, in which case both should be cited.

There is no general rule as to the number of citations to a term that must be found to demonstrate literary warrant for the form of heading. Depending on the nature of the heading being established, there may be abundant authority or virtually none at all. Failure to find any previous citation to the term being proposed as a heading after doing a reasonable amount of research is normally not a factor in determining the acceptability of the proposal. Catalogers are, however, responsible for demonstrating that they have consulted those sources in which one would logically expect to find the term being proposed. All authorities used or consulted must be cited whether the term was actually found.

## Where to search for authority

The type of authorities to be consulted for any given proposal varies, of course, according to the nature of the term being proposed as a new heading. The most frequently consulted types of authorities, however, include

1) general dictionaries, especially Webster 3, which must always be cited;

2) general encyclopedias, e.g., Americana, Britannica, Colliers;

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3) general indexes and thesauri, e.g., N.Y. Times Index, Hennepin County Authority List, Legislative Indexing Vocabulary, Readers' Guide and other periodical indexes;

4) titles in the Library of Congress catalogs;

5) work being cataloged and its bibliography;

6) topical reference sources and other authoritative works in the field, if the topic is limited to a particular discipline.

The term being proposed as a new heading may appear in an authority as an entry term, an index term, a term used in the running text, chapter titles, photograph captions, etc., as well as in titles of other works cited in the authority. It is always useful to indicate how the topic is entered or indexed in the authority cited if the heading is being proposed in a form different from the entry or index term used in the authority.

The following are examples of the types of authorities that should be consulted for typical headings being proposed in various topical fields. The parenthetical information following the citation of each source indicates the form(s) in which the proposed new heading appears in that source.

## 1) Topic currently in the news

Heading proposed: Abscam Bribery Scandal, 1980-

Authorities consulted:

NYT Index (Abscam; Abscam scandal; indexed under "Abscam, Operation")

Washington Post (terminology used in recent articles:

Abscam scandal; Abscam affair; Abscam investigation)

LIV (Abscam Bribery Scandal)

MARC data base

Work cat. (Abscam; Arab scam; Abdul scam [from name of phony company offering bribes, "Abdul Enterprises"])

LC pattern: Watergate Affair, 1972-

## 2) Historical event

Heading proposed: Soviet Union—History—Streltsy Revolt, 1698

Authorities consulted:

Web. 3

Britannica Micropedia, v. 9, p. 610 (streltsy;

"Russian military corps established in the middle of the 16th century ... at the end of the 17th century, exercised political influence by revolting against certain factions")

Americana, v. 25, p. 791 (Streltsy: "... in 1698, the Streltsy rose in revolt, deposed their officers, and marched against Moscow")

MARC data base

Work cat.

## 3) Named entity in a city

Heading proposed: Promenade du Peyrou (Montpellier, France)

Authorities consulted:

Britannica Micropedia, v. 7, p. 1

Americana, v. 19, p. 417 ("promenade called Le Peyrou")

Oizon, René. Dictionnaire géographique de la France.

Guide des capitales regionales.  
MARC data base  
Work cat. (Peyrou)

## 4) Contemporary public affairs issue

Heading proposed: Right to die  
Authorities consulted:

Web. 3	
Random House dictionary	
Index medicus	} Terms "Right to die" and "Death with dignity" used in titles indexed under "Death" and "Terminal care"
NYT Index	
Readers' guide	
LIV	
MARC data base	
Work cat. (Natural death)	

## 5) Literary topic

Heading proposed: Questione della lingua  
Authorities consulted:

Web. 3  
Cudden, J.A. Dict. lit. terms, p. 547 ("a controversy  
or debate about the suitability of the vernacular  
as opposed to the language of literature")  
Americana  
Britannica, 15th ed., v. 10, p. 1099  
Work cat.

## 6) Topic in technology

Heading proposed: Tailings dams  
Authorities consulted:

Web. 3  
Dict. of mining, mineral, and related terms  
McGraw-Hill encyc. of S & T  
SME Mining engineering handbook  
TEST  
ASTI  
Work cat.

## Other Information

Any other information useful in the editorial approval process or for future reference should also be included with new subject heading proposals. This includes such items as the definition of a term that is not found in readily available reference sources if such a definition is found in the work being cataloged or other works consulted in the process of doing research (cf. example 5) above), quotations illustrating the usage of the term in running text (cf. examples 2) and 3) above), explanation of the distinction between the proposed heading and a superficially similar heading.

## Scope Notes

Scope notes generally serve to limit the scope of a heading as used in the catalog, thereby helping readers to determine to what extent it covers the material they seek, and making it possible for catalogers to maintain consistency in assigning the heading to new works being cataloged. Scope notes are especially useful under headings

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that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new headings of this type.

## Types of Scope Notes Used in LCSH

1) A single heading defined without reference to any other headings. This type of note is required when various reference works consulted in doing authority research fail to agree completely and usage does not offer a sufficiently precise definition. It is also necessary when no dictionary definition of the heading is readily available and the meaning of the heading is potentially ambiguous.

### **Artists' preparatory studies**

Here are entered works dealing with studies or sketches by artists preparatory to executing works of art in any form.

### **Southwest, New**

Here are entered works on that part of the United States which roughly corresponds to the old Spanish province of New Mexico, including the present Arizona, New Mexico, southern Colorado, Utah, Nevada and California.

2) A single heading described with reference to more specific headings. This type of note is used occasionally when it is deemed necessary to state explicitly that the heading is used for a topic in its most general sense and that more specific aspects of the topic will be found under more specific headings.

### **Commodity exchanges**

Here are entered works on commodity exchanges in general. Works on exchanges dealing in a single commodity or class of commodities, e.g. cotton, grain, tobacco are entered under Cotton trade, Grain trade, etc.

Note that it is more common to use a general see also reference or specific see also references in situations of this type.

3) A single heading with explanation for special cases. This type of note provides not only a description of the scope of the heading but also instructions both to catalogers and to users as to the various subject entries that are made for any work dealing with special aspects of the subject.

### **Health surveys**

Here are entered works on the methods and techniques employed in conducting health surveys, and reports of individual surveys. For the latter the heading may be subdivided by place; in such cases an additional subject entry is made under the heading Public health—[local subdivision], e.g. 1. Public health—United States. 2. Health surveys—United States. For health surveys on a special topic, the additional subject entry is made under the special topic, e.g. 1. Youth—Health and hygiene—United States. 2. Health surveys—United States.

4) Two or more closely related or overlapping headings. This type of note provides contrasting information regarding the scope and usage of superficially similar headings.



## Life on other planets

Here are entered works on the question of life in outer space. Works on the prospective use of the science of anthropology in dealing with intelligent beings in outer space, or establishing earth colonies on extraterrestrial bodies are entered under Extraterrestrial anthropology.

## Extraterrestrial anthropology

Here are entered works on the prospective use of the science of anthropology in dealing with intelligent beings in outer space, or establishing earth colonies on extraterrestrial bodies. Works on the question of life in outer space are entered under Life on other planets.

Whenever one heading is defined or described with reference to one or more other headings, reciprocal notes must be provided under all other headings to which the original note refers. The wording of the reciprocal note should always be a "mirror image" of that of the original note and the two notes should always be composed using the format "Here are entered works on [description of heading A]. Works on [description of heading B] are entered under [heading B]." The second sentence of these notes should never be in the form "For works on [description of heading B], see [heading B]."

5) Special instructions, explanations, referrals, etc. This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references.

## Economic forecasting

When this heading is subdivided by place, a second subject heading is assigned for the name of the place with subdivisions such as Economic conditions, Economic policy, etc., e.g. 1. Economic forecasting—United States. 2. United States—Economic policy—1981-

## Shakespeare, William, 1564-1616

The subdivisions provided under this heading represent for the greater part standard subdivisions usable under any literary author heading, and do not necessarily pertain to Shakespeare.

## Moving-pictures—Plots, themes, etc.

Films on specific topics are entered under specific headings, e.g. Horror films; War films; Children in motion pictures; Death in motion pictures.

## Ocean waves

This heading may be subdivided by bodies of water, e.g. Ocean waves--Atlantic Ocean.

## School prose

For works limited to one school, the heading is qualified by nationality and subdivided by place, and an additional subject entry is made under the name of the school.

## Headings for Individual Nationalities

Background. In the past, headings for nationalities living in specific places outside the native country, whether as permanent residents or otherwise, were formulated as [Nationality] in [place]; a nationality living in several countries was expressed as [Nationality] in foreign countries. All in [place] headings, including [Nationa-



lity] in foreign countries headings, are being converted to (Indirect). The geographic subdivision Foreign countries will be used to replace former [nationality] in foreign countries phrase headings.

## Procedures

- 1) Establishing headings for nationalities. Always establish nationality headings as (Indirect), e.g. French (Indirect).

Provide the following reference(s):

[Nationality heading]

xx Ethnology—[country of origin]

xx [Country of origin] (If entry element is different from national group name, e.g., Soviet Union see also Russians)

- 2) When assigning a nationality heading, always further subdivide the heading by place.

Germans—Brazil

A specific nationality in a foreign country is always designated in this manner, and almost never, except for American ethnic groups, by composite names such as German Brazilians. (Caution: Isolated exceptions to this rule do exist. The names of several ethnic groups outside the United States are by chance in composite form, e.g., French-Canadians; Russian Germans).

- 3) Do not use nationality headings for works that discuss the people of a country actually residing within that country. Instead, use the name of the country with appropriate subdivision, an appropriate [topic]—[place] heading, or a combination thereof.

1. Anthropometry—Sweden. not      1. Swedes—Anthropometry.

1. United States—Social not      1. Americans—Social  
life and customs.                      life and customs.

- 4) Nationalities in More Than One Foreign Country. Use the subdivision Foreign countries after the nationality heading if several countries are involved (Foreign countries is free-floating in this situation).

Italians--Foreign countries

- 5) If a topical subdivision assigned to a nationality heading is itself further subdivided by place, put the geographic subdivision after the topical subdivision.

French—Employment—Germany (West)

Americans—Employment—Foreign countries

Note: The subdivision Foreign countries is free-floating in this situation also.

- 6) Treat nationality headings as ethnic groups, assigning subdivisions used under ethnic groups when appropriate.

## Procedures for Nationalities in the United States

1) Always establish headings for individual nationalities living in the United States in the composite form [qualifier designating country of origin] Americans, e.g., Japanese Americans, German Americans. Make all such headings (Indirect).

Such headings represent the permanent residents of the United States, including naturalized citizens. For aliens living in the United States, students from abroad, etc., assign a heading of the type described in 2) above, e.g., Japanese—United States; Germans—United States.

2) Reference pattern. Always provide the following references for nationality headings in the United States:

[Nationality] Americans  
     x [Nationality] Americans—United States  
     xx Ethnology—United States  
     [Nationality]—United States

Italian Americans  
     x Italian Americans—United States  
     xx Ethnology—United States  
     Italians—United States

3) Do not establish names for groups of Americans already identified with ethnic groups whose names are in composite form, e.g., use Russian Germans—United States, not Russian German Americans; use French Canadians—United States not French Canadian Americans.

4) Use the subdivision Foreign countries under headings of this type in accordance with 4) and 5) above.

## Names of Rivers, Valleys, Watersheds, Etc.

Names of rivers are established in the same manner as any geographic feature (see Cataloging Service Bulletin, no. 12, p. 55-56.)

Certain aspects of rivers, however, present problems that do not arise when establishing the names of other kinds of geographic features. The following points out these unique aspects and includes rules for the formulation of names of features based on rivers, such as watersheds and valleys. River is used here in the generic sense to include all types of surface streams, such as rivers, brooks, creeks, washes.

## Procedures

1) Location of rivers. For the purpose of these guidelines, treat a river as if it were located in a particular jurisdiction even if it only forms a portion of the boundary of the jurisdiction and does not actually enter it. Thus, a river that starts in one jurisdiction and later forms the boundary between two additional jurisdictions before coming to an end is regarded as located in three jurisdictions.

2) Qualification of names of rivers. As indicated in Cataloging Service Bulletin, no. 11, p. 89, rivers are qualified in a different manner from other geographic features, if more than one jurisdiction is being added to the qualifier. Always add the name of the country, etc., in which the river originates as the first jurisdiction.

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## Roanoke River (Va. and N.C.)

In cases of conflict involving a river in more than two countries, etc., qualify by adding the name of the jurisdiction in which the river originates as the first name and the name of the jurisdiction in which the mouth is located as the second. Place a hyphen between the names.

## Green River (Wyo.-Utah)

In cases of conflict involving a river located in a single country, etc., the rules for qualification are essentially the same as those used for conflicts involving any geographic feature in a single country, etc.; add one or more narrower jurisdictional names to the name of the country, etc., in the qualifier as appropriate.

## Blackwater River (Essex, England)

However, if the river extends over several local jurisdictions, apply the same rules for rivers given above regarding the order of the listing of jurisdictions and the use of hyphens, etc.

## Deer Creek (Madison County-Ross County, Ohio)

### 3) Pattern References for Rivers

[name of river] ([qualifier])  
    x [alternative name of river] ([qualifier])  
    xx Rivers—[place]

If a river is a tributary of a larger stream, make no references from the larger stream.

Use the following guidelines for determining what place name to use as the local subdivision in the see also from reference indicated above:

a) River in a single country. Except in the case of the four countries noted in d) below, use the name of the country.

xx Rivers—[country]

b) River in two or three countries. Provide a separate reference for each country.

xx Rivers—[country 1]  
Rivers—[country 2]

c) River in more than three countries. Use the name of the corresponding region.

xx Rivers—[region]

d) River in Canada, Great Britain, the Soviet Union, or the United States. Make the following reference if the river is in a single first order division:

xx Rivers—[1st order division]

Make a see also from reference for each division if the river is in two or three first order divisions. If in more than three divisions within the country, make a reference only for the name of the country; do not use the name of a region within the country.

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xx Rivers—[country]

## Examples

Nile River  
xx Rivers—Africa

Clark Fork (Mont. and Idaho)  
xx Rivers—Idaho  
Rivers—Montana

Missouri River  
xx Rivers—United  
States

Green River (Wyo.—Utah)  
xx Rivers—Colorado  
Rivers—Utah  
Rivers—Wyoming

## 4) Forks of Rivers

a) Fork name is directional. If the name is of the type South Fork, East Fork, Middle Fork, etc., formulate the heading as follows.

[name of main river], [...] Fork ([qualifier])  
x [...] Fork [name of main river] ([qualifier])  
xx Rivers—[place]

Licking River, South Fork (Ohio)

Note: assign the qualifier on the basis of the fork, not the full extent of the main stream.

b) Fork name is substantive. If the name is of the type Clear Fork, Clark Fork, Tug Fork, etc., formulate the heading in the same manner as any individually named river.

Clark Fork (Mont. and Idaho)  
(The fork is a part of the Columbia River system.)

5) Wild and scenic rivers. Establish headings for wild and scenic rivers following the provision for names of individual parks (see Cataloging Service, bulletin 111, p. 5-8).

6) Pattern subdivisions. Subdivide names of individual rivers by the free-floating topical subdivisions authorized for use under bodies of water (see 1979 supplement to LCSH, p. xv).

Missouri River—Navigation

## 7) Local subdivision practice involving rivers

a) When subdividing locally by the name of a river, always subdivide the topic directly, if the river is in two or more countries (or in two or more first order divisions of Canada, Great Britain, the Soviet Union, or the United States).

Stream measurements—Rhine River  
Stream measurements—Missouri River  
Stream measurements—Roanoke River (Va. and N.C.)

However, always subdivide the topic indirectly, if the river is in one country (or one division of the countries named above).

## Stream measurements—California—Sacramento River

b) Parts of rivers. If a river is in two or more countries (or in two or more first order divisions of the countries named above) and the work deals only with a portion of the entire river, assign two headings, one to bring out the river and one the specific locality.

Title: Stream measurements made along the Missouri River in South Dakota.

1. Stream measurements—Missouri River.
2. Stream measurements—South Dakota.

Do not interpose the name of the specific locality between the topic and the name of such a river. For example, such a heading as [topic]—South Dakota—Missouri River is not authorized.

8) Special headings based on the river heading. Formulate free-floating phrase headings for special aspects of rivers, if required for the work being cataloged, by adding to the river heading one of the following generic terms (add the term before the qualifier, if the heading is qualified):

Estuary Valley	Watershed Region
-------------------	---------------------

The above results in several important changes in practice: the generic terms added to the river heading will now always be upper case; and the word River will no longer be deleted when formulating headings for valleys on a free-floating basis. Any headings in LCSH that are in violation of these principles will be corrected eventually.

### Examples

River	Free-floating Heading
Delaware River	Delaware River Estuary
Kobuk River (Alaska)	Kobuk River Valley (Alaska)
Tug Fork	Tug Fork Valley
South Saskatchewan River (Alta. and Sask.)	South Saskatchewan River Watershed (Alta. and Sask.)
Licking River, South Fork (Ohio)	Licking River, South Fork Watershed (Ohio)
Tweed River (Scotland and England)	Tweed River Region (Scotland and England)

If the feature involves a system of two or more rivers, formulate separately the special feature heading for each river. Do not attempt to combine the names of the rivers. For example, for a work discussing the Virgin River-Meadow Valley Wash Drainage Basin, two watershed headings are required:

Virgin River Watershed  
Meadow Valley Wash Watershed (Nev.)

### 9) Particulars involving valleys

a) Contrary to past practice, always add the word Valley (upper case) to the name of the river, however it has been established. Do not delete the word River or the equivalent.

b) Formulate free-floating phrase headings only for river valleys. If there is no river involved, establish the valley formally with full reference structure.

## Death Valley (Calif. and Nev.)

xx Valleys—California

Valleys—Nevada

10) Particulars Involving Watersheds

a) The term watershed is the term LC uses to designate watersheds, river basins, drainage basins, etc. Always use the word Watershed (upper case) when formulating the names of these features although the work may use one of the alternative expressions.

b) River basins, i.e., watersheds, are always designated in the manner indicated above. Geological basins, however, are established as such, using the term Basin, e.g., Diamond Basin (Nev.).

11) Particulars Involving regions

a) Formulate the names of regions of rivers by adding the word Region to the river name, e.g., Colorado River Region. When rivers are involved, do not formulate the names of regions of valleys or watersheds; that is, do not add the word Region to the river valley name or the watershed name. Note: names of valleys may be formulated on a free-floating basis as long as the valley is not associated with a river.

## Death Valley Region (Calif. and Nev.)

b) The terms Valley, Watershed, and [River] Region all refer to areas associated with a river system. Valley, the smallest area, designates the flatlands, extending along the course of the river and its tributaries, Watershed the entire drainage basin, including mountainous areas. Region refers to the largest area possible, consisting not only of the drainage basin itself but other adjacent territories beyond the basin. With these limitations in mind, assign the term which matches exactly the scope of the work being cataloged. That is, do not use the term Region if the work narrows its attention to the valley of the river; in such cases use Valley.

Hawaii as a Subject HeadingProcedures

1) Assign Hawaii as a subject heading for works dealing with the State of Hawaii regardless of the period covered.

Japanese Americans—Hawaii  
Hawaii—Antiquities  
Housing—Hawaii—Hawaii Island

2) Geographic qualifiers

a) Use Hawaii as a qualifier in Hawaiian geographic names. Do not use the particular island name as the sole qualifier.

Pearl Harbor (Hawaii)  
Lanai (Hawaii)

b) For entities within a city, add the city name before Hawaii in the qualifier, e.g., Waikiki (Honolulu, Hawaii)

c) In cases of conflict, add the island name before Hawaii in the qualifier. The main islands are

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Hawaii Island (Hawaii)	Maui (Hawaii)
Kahoolawe (Hawaii)	Molokai (Hawaii)
Kauai (Hawaii)	Niihau (Hawaii)
Lanai (Hawaii)	Oahu (Hawaii)

## Examples

Kailua Bay (Oahu, Hawaii)  
Kailua Bay (Hawaii Island, Hawaii)

Kona (Hawaii Island, Hawaii)  
Kona (Niihau, Hawaii)  
Kona (Molokai, Hawaii)

## Legends and Stories about Animals

Background. The former subdivision Legends and stories used under types of animals has been discontinued and replaced by one or more of the following subdivisions, all of which are free-floating in the situations described below:

- Anecdotes
- Biography
- Fiction
- Folklore

## Procedures.

1) Fiction. To one or more fictitious stories about an animal or a group of animals, assign the subdivision Fiction under the type of animal, e.g., Dogs—Fiction. To collections of stories involving various types of animals, assign Animals—Fiction.

2) Folklore. To one or more legends about an animal or a group of animals, assign the subdivision Folklore under the type of animal, e.g., Dogs—Folklore. To collections of legends involving various types of animals, assign Animals—Folklore.

### 3) True stories about individual animals and pets

a) To collections of true-life stories about animals, e.g., Great Canine Heroes of All Time, assign the subdivision Biography under the type of animal, e.g., Dogs—Biography. If the work is a single biography, assign the heading designating the animal with the subdivision Biography. If the animal has a name that is established, assign the name as an additional heading.

1. Morris (Cat)
2. Cats—Biography.

b) To anecdotal accounts of pets, e.g., Episodes in the Life of My Pet ..., assign the subdivision Anecdotes under the type of animal, e.g., Dogs—Anecdotes. If the pet has a name that is established, assign the name as an additional heading.

1. Lassie (Dog)
2. Dogs—Anecdotes.



# Subdivisions Further Subdivided by Place

Those special subdivisions in the subject heading system that are further subdivided by place were first explained in Cataloging Service, bulletin 118, p. 9-10, along with a complete list of those subdivisions. A new greatly expanded list has now been compiled, and it will appear in the introduction to the January-June 1981 supplement to LCSH. A revised statement of policy regarding these subdivisions is below.

If both a local subdivision and a topical subdivision are to be used under a particular subject heading, the customary practice is to interpose the local subdivision between the heading and the topical subdivision.

[topic]—[local subdivision]—[topical subdivision]  
Construction industry—Poland—Finance.

Most subdivisions in the LC system belong to this category. However, certain topical subdivisions are themselves further subdivided by place, so that the local subdivision appears last in the formulation.

[topic]—[topical subdivision]—[local subdivision]  
Construction industry—Law and legislation—Poland.

These subdivisions are called subdivisions further subdivided by place, and number approximately 190. When listed in LCSH under a particular heading they are recognized by the fact that they are provided with the instruction (Indirect).

Transportation—Taxation (Indirect)

Combinations of the Two Practices. For certain subdivisions further subdivided by place it is at times not only possible but necessary to interpose place between the basic heading and the subdivision. This occurs when the place aspect associated with the basic heading is not necessarily the same place brought out under the topical subdivision. For example, Collectors and collecting is a subdivision further subdivided by place with the following possible uses:

Postage-stamps—Collectors and collecting  
(Designates the collecting of postage stamps in general. The origin of the stamps and where they are collected remains unspecified)

Postage-stamps—United States—Collectors and collecting  
(Designates the collecting of U.S. postage stamps without regard to where they are collected)

Postage-stamps—Collectors and collecting—United States  
(Designates the collecting of any postage stamps in the U.S.)

Postage-stamps—Great Britain—Collectors and collecting—United States  
(Designates the collecting of British postage stamps in the U.S.)

Study and teaching is also such a subdivision.

Transportation—Europe—Study and teaching—United States  
(Designates the study and teaching of European transportation in the U.S.)

The following subdivisions have been identified for both subdivision by place and interposition of place between the main heading and the topical subdivision:

- Collectors and collecting
- Conservation and restoration
- Documentation
- Forgeries
- Information services
- Library resources
- Mutilation, defacement, etc.
- Private collections
- Research
- Study and teaching [and all qualified forms of this subdivision]
- Teacher training
- Vocational guidance

## Liturgical works

A previous article (Cataloging Service Bulletin, no. 12, p. 61) noted the subject cataloger's role in bringing together in one subject file the liturgical works of an individual religion or denomination. The hope was also expressed that the various problems associated with the new procedures would be resolved shortly. Regrettably, this was not possible, and there will be still some delay in reaching the decisions.

Meanwhile, several of the new subdivisions are currently being assigned to individual records. No authorization for them has as yet appeared in LCSH, however. They are

- Liturgy
- Customs and practices

The subdivision Customs and practices will replace the two subdivisions Ceremonies and practices and Rites and ceremonies, except when used under names of ethnic groups. The new subdivision will be used to designate works on customs, usages, informal practices, etc., of a religion or denomination. The subdivision Liturgy on the other hand will be used to designate works on the formal worship or religious observances of a religion or denomination.

## The Subdivisions "Relations" and "Military relations"

The following was first published in Cataloging Service Bulletin, no. 14, p. 64-65. It is repeated here with several revisions.

### Procedures

1) Discontinue using the obsolete subdivisions Relations (general) with ..., Relations (general) with foreign countries, Relations (military) with ..., and Relations (military) with foreign countries. Use instead the following free-floating subdivisions always further subdivided by place as appropriate:

- Relations (Indirect)  
Use under names of regions, countries, cities, etc., for general relations between one region or jurisdiction and another.

—Military relations (Indirect)

Use under name of regions, countries, cities, etc., for military relations between one region or jurisdiction and another.

2) Do not use the subdivisions to bring out relations between regions or jurisdictions in one country.

3) Further subdivide these subdivisions by region or country to designate relations with a specific region or country. Make an additional subject entry with the two geographic names in reversed positions.

1. United States—Relations—China.
2. China—Relations—United States.

4) Use the subdivisions Relations—Foreign countries and Military relations—Foreign countries for the relations of a region or jurisdiction with three or more other regions or jurisdictions.

The Subdivision "Marketing"

Background. Before 1975 the subdivision Marketing was not normally used under headings for products. Instead, works on the marketing of these products were assigned the corresponding heading for the industry, e.g., Automobile industry and trade. Since 1975, for works dealing solely with the marketing of an individual product, the free-floating subdivision Marketing has generally been used under the heading for the product, e.g., Automobiles—Marketing.

Scope of the Subdivision Marketing. The free-floating subdivision Marketing is used for works that discuss the process of moving goods from the producer through the trade channels to the consumer as well as for works that discuss the marketing of specific services. For works that discuss specific aspects of marketing, use the appropriate heading or subdivision, e.g., Merchandising, Price policy, Selling, Selling—[product heading], [product heading]—Transportation. For works that are broader in scope and discuss the economic and manufacturing aspects connected with the production and trade of types of commodities or products, use the appropriate industry heading.

Procedures. Always assign the free-floating subdivision Marketing under headings for particular products or services for works discussing solely the marketing of these products or services as defined above.

Drugs—Marketing  
Papaya—Marketing  
Information services—Marketing  
Preventive health services—Marketing

Do not use industry headings for works solely on marketing.

January–September 1980 supplement to LCSH 9

A combination of word processor error and human error resulted in the omission from Cataloging Service Bulletin, no. 15, p. 38 of the last line of data from the table of response to the questionnaire about the impact of the omission of asterisks from the third

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quarter 1980 supplement. This accidental omission provides the opportunity not only to repeat that table with the full data but also to present new tallies based on responses received since November 9, 1981.

Below is the complete tally of possible combinations of responses as it should have appeared in number 15, p. 38, reflecting the 606 responses received by November 9, 1981.

1a,2a	48	(8%)	1b,2a	28	(5%)	1c,2a	20	(3%)
1a,2b	13	(2%)	1b,2b	117	(19%)	1c,2b	63	(10%)
1a,2c	4	(1%)	1b,2c	144	(24%)	1c,2c	169	(28%)

By February 5, 1982, 837 replies had been received. The tally of possible combinations of responses is

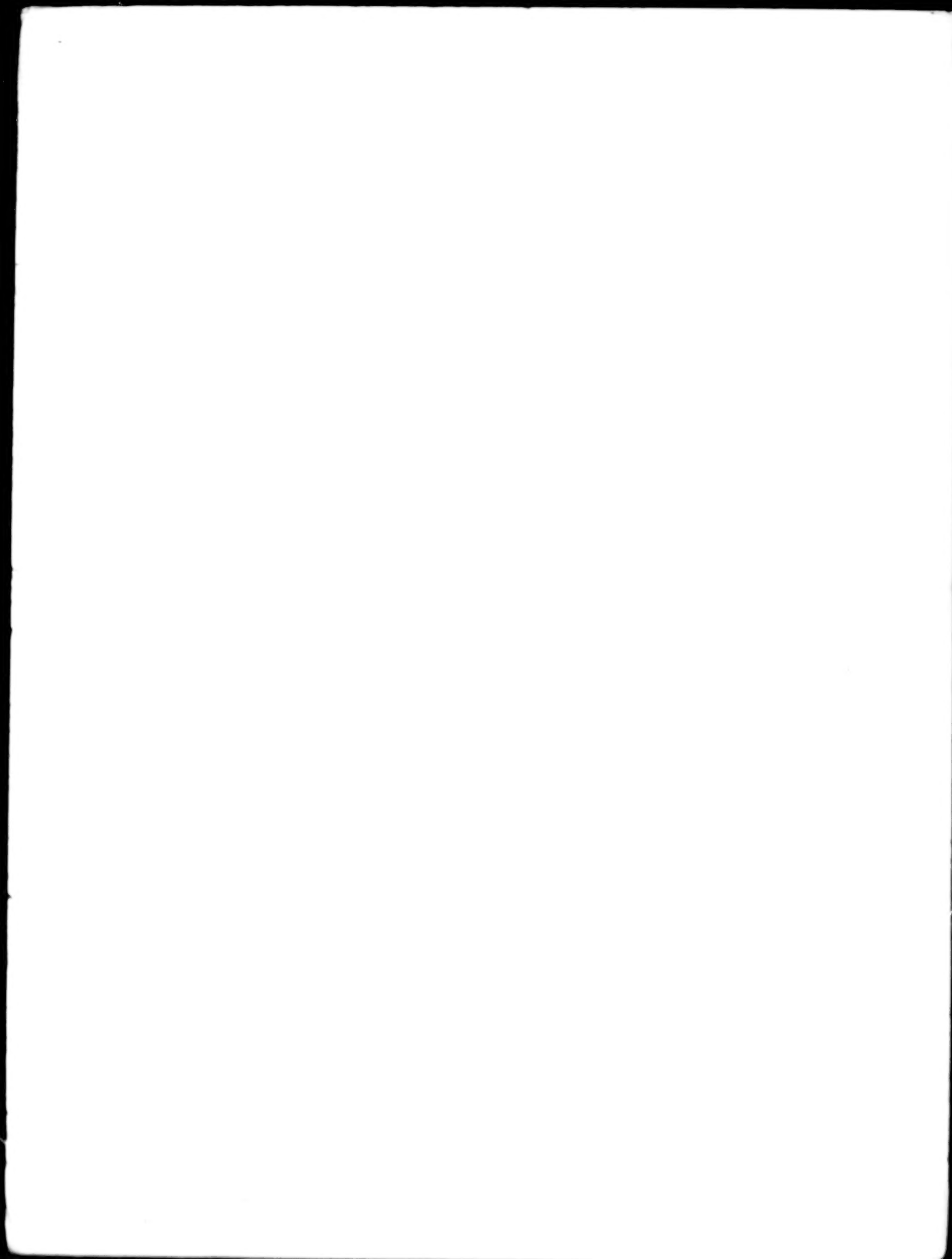
1a,2a	56	(7%)	1b,2a	40	(5%)	1c,2a	27	(3%)
1a,2b	17	(2%)	1b,2b	146	(18%)	1c,2b	82	(10%)
1a,2c	6	(1%)	1b,2c	212	(26%)	1c,2c	243	(29%)

Below is the tabulation of replies to each question. The question is summarized at the right.

1a	80	(10%)	Omission of asterisks had a serious impact
1b	405	(48%)	Asterisks serve an important function
1c	358	(42%)	Omission of asterisks made no difference
2a	126	(15%)	We systematically check each incoming supplement
2b	249	(30%)	We check significant changes, not the list itself
2c	462	(55%)	We don't check supplements unless there's a problem

The percent of responses to each question and to the possible combinations of questions has remained remarkably stable although an additional 231 responses have been received.

In summary, only ten percent of those replying were seriously inconvenienced by the lack of asterisks. Approximately eighteen percent of respondents were either inconvenienced or systematically check incoming supplements or both. Approximately eighty two percent of respondents did not find the asterisks essential or did not routinely check the supplements against a catalog or authority file.



END

12-29-82